

Importing AP Transactions

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Restaurant365

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This tutorial will take the user through the steps to *Import AP Transactions*.

There are two options for importing AP Transactions:

1. **AP Transactions** — Imports *a list of multiple invoices* and credits
2. **AP Invoice Details** — Imports *from one invoice* a list of item-specific detail rows

Option 1 – AP Transactions

Imports a list of AP invoices and credits from following templates (can be regular or beginning balance invoices). There are many available formats including formats for specific vendors, Restaurant365 default format for entering at the GL Account level, and a Restaurant365 default format for item level invoices. Here are a few template examples to choose from:

1.) AP Invoice or Credit by GL Level Import

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Type	Location	Vendor	Number	Date	Amount	Payment Terms	Due Date	Comment	Detail Account	Detail Amount	Detail Location	Detail Comment
2	AP Invoice	Irvine CT	Francisco's Meat Company, Inc	368787	5/1/2014	928.02	Net 15	5/16/2014	Mid Week Meat Delivery	Pork	136.69	Irvine CT	Pork Butt
3	AP Invoice	Irvine CT	Francisco's Meat Company, Inc	368787	5/1/2014	928.02	Net 15	5/16/2014	Mid Week Meat Delivery	Beef	348.35	Irvine CT	Beef Brisket
4	AP Invoice	Irvine CT	Francisco's Meat Company, Inc	368787	5/1/2014	928.02	Net 15	5/16/2014	Mid Week Meat Delivery	Beef	64.66	Irvine CT	Corned Beef
5	AP Invoice	Irvine CT	Francisco's Meat Company, Inc	368787	5/1/2014	928.02	Net 15	5/16/2014	Mid Week Meat Delivery	Beef	234.76	Irvine CT	Ground Beef
6	AP Invoice	Irvine CT	Francisco's Meat Company, Inc	368787	5/1/2014	928.02	Net 15	5/16/2014	Mid Week Meat Delivery	Chicken	143.56	Irvine CT	Chicken Wings
7													
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9													

2.) Sysco Multiple Invoice Format

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI		
1	MPG	29	1000075627	605412057	HDR																																
2	MPG	29	1000075627	605412057	DET																																
3	MPG	29	1000075627	605412057	DET																																
4	MPG	29	1000075627	605412057	DET																																
5	MPG	29	1000075627	605412057	DET																																
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18	MPG	29	1000075627	605412057	DET																																
19	MPG	29	1000075627	605412057	DET																																

3.) Fintech StandardAnalyticsDelimited Invoice

	A	B	C	D	E	F	G	H	I	J	K	
1	Vendor Name	Retailer Name	Retailer VendorID	Vendor Store Number	Retailer Store Number	Fintech Process Date	Invoice Date	Invoice DueDate	Invoice Number	Invoice Amount	Invoice Item Count	PO
2	Demo Vendor 1	Demo Retailer		46790	1	12/6/2013	12/5/2013	12/5/2013	248307	374.06	6	
3	Demo Vendor 1	Demo Retailer		46790	1	12/6/2013	12/5/2013	12/5/2013	248307	374.06	6	
4	Demo Vendor 1	Demo Retailer		46790	1	12/6/2013	12/5/2013	12/5/2013	248307	374.06	6	
5	Demo Vendor 1	Demo Retailer		46790	1	12/6/2013	12/5/2013	12/5/2013	248307	374.06	6	
6	Demo Vendor 1	Demo Retailer		46790	1	12/6/2013	12/5/2013	12/5/2013	248307	374.06	6	
7	Demo Vendor 1	Demo Retailer		46790	1	12/6/2013	12/5/2013	12/5/2013	248307	374.06	6	
8	Demo Vendor 1	Demo Retailer		46790	1	12/6/2013	12/5/2013	12/5/2013	248308	95.8	1	
9	Demo Vendor 2	Demo Retailer		5792	1	12/6/2013	12/5/2013	12/5/2013	257079	667.17	11	
10	Demo Vendor 2	Demo Retailer		5792	1	12/6/2013	12/5/2013	12/5/2013	257079	667.17	11	
11	Demo Vendor 2	Demo Retailer		5792	1	12/6/2013	12/5/2013	12/5/2013	257079	667.17	11	

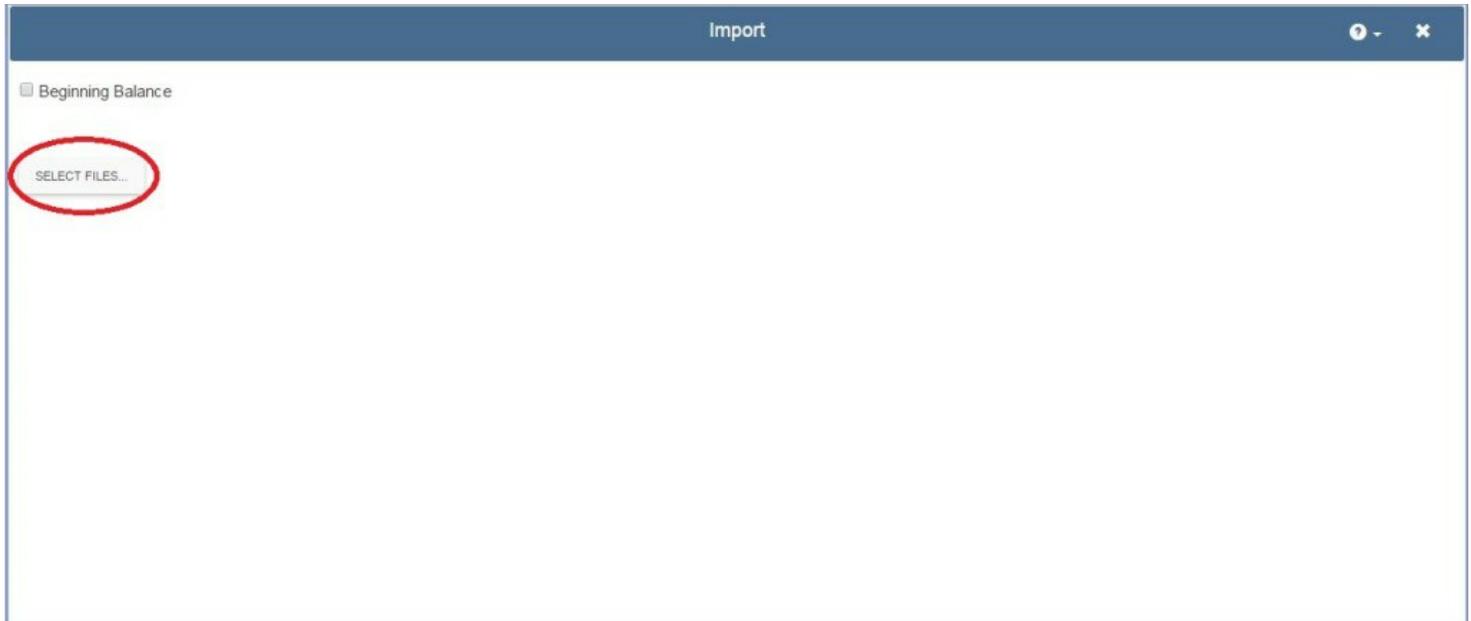
4.) Restaurant365 Default Multiple Invoice by Item Template

	A	B	C	D	E	F	G	H	I	J
1	Vendor	Location	Document Number	Date	Vendor Item Number	Vendor Item Name	UofM	Qty	Unit Price	Total
2	R365 Vendor Name	R365 Location	5992769	1/5/2015	988001	1.9 L Air Pot Lever Action	CASE	1	28.27	28.27
3	R365 Vendor Name	R365 Location	5992769	1/5/2015	764346	1/2 Slotted Steam Tbl Pan Lid	CASE	1	11.82	11.82
4										

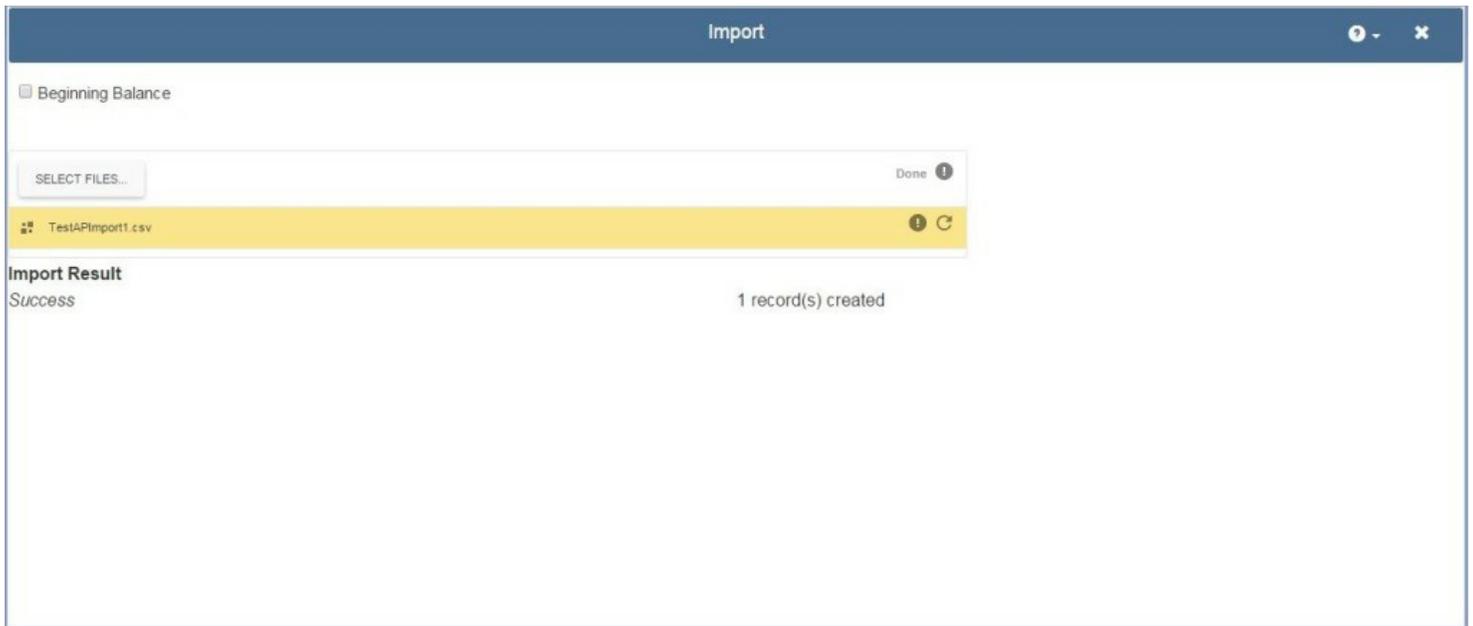
For this exercise we will use the AP Invoice or Credit by GL Level Import template. Invoices can be imported manually or by dropping them into an FTP folder that the system checks multiple times a day and imports automatically.

FTP Folder If your Restaurant365 FTP folder has not yet been setup for imports, please contact support and the team will help you get setup for this option. To view the FTP Training Module click on the following Link [FTP Folder Setup Training](#)

Manual Import To import manually, open the Import screen by clicking Vendor – Import AP Transactions in the top ribbon A new window will appear. Click on ‘Select Files’. Note: If this were a Beginning Balance Invoice, you would check the ‘Beginning Balance’ check box as well.



A new Pop-Up will appear. Browse and select your import file, then click on ‘Open’. Note: File must be save in CSV format. When the import is complete a new Pop-up will appear displaying the status of the import.



Your Invoice has now been imported. To view and Approve the Invoice, Go to the AP Transaction 'List View' and open the invoice.

Option 2 – AP Invoice Details

Imports a list of item specific detail rows for 1 invoice from following templates. These are the available templates (CSV Format)

1.) Sysco Invoice

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Customer Name	Sysco Location	Account #	Invoice #	Delivery Date	Transaction Date	Category	Qty	Weight	Split	Pack	Size	Brand	Description	Item Code	Unit Price	Tax	Ext Price
2	Cerritos CT	Sysco Riverside	368787	312020501	12/2/2013	12/2/2013	Dairy Products	1	0		2	5 LB	BBRLIMP	CHEESE CHDR MILD LOAF YEL	2403657	31.9	0	31.9
3	Cerritos CT	Sysco Riverside	368787	312020501	12/2/2013	12/2/2013	Dairy Products	1	16.26		2	6-8#AV	BBRLIMP	CHEESE SWISS SNDW CUT GR C	4771564	3.899	0	63.4
4	Cerritos CT	Sysco Riverside	368787	312020501	12/2/2013	12/2/2013	Meats	1	78.6		10	4-8#AV	HORMEL	PORK BUTT B/1 406 2 PER CRYOVC	2301646	1.739	0	136.69
5	Cerritos CT	Sysco Riverside	368787	312020501	12/2/2013	12/2/2013	Meats	1	85.4		12	6#AV	PACKER	BEEF BRISKET FLAT CH	2362234	4.079	0	348.35
6	Cerritos CT	Sysco Riverside	368787	312020501	12/2/2013	12/2/2013	Meats	1	9.74		2	7#AVG	HORMEL	BEEF CORNED 100% ALL NAT	6701385	6.639	0	64.66
7	Cerritos CT	Sysco Riverside	368787	312020501	12/2/2013	12/2/2013	Meats	2	78.28		4	10 LB	CRKSTON	BEEF GROUND 73/27 NAT FINE	8127880	2.999	0	234.76
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9																		

2.) US Foods Invoice

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Document	Document	Document	Customer	CustomerName	AccountN	PurchaseC	USFSalesL	USFSalesF	DateOrdered	OrderNun	PaymentT	DateShipped	DeliveryA	NetAmou	NetAmou	CreditMer	CreditMer	BillToN
2	3573017	INVOICE	#####	3861093	Test Customer	3861093		4120	470	9/10/2013	816526	NET 10	EO	9/11/2013	0	2347.88	2347.88		Test Cu
3	3573017	INVOICE	#####	3861093	Test Customer	3861093		4120	470	9/10/2013	816526	NET 10	EO	9/11/2013	0	2347.88	2347.88		Test Cu
4	3573017	INVOICE	#####	3861093	Test Customer	3861093		4120	470	9/10/2013	816526	NET 10	EO	9/11/2013	0	2347.88	2347.88		Test Cu
5	3573017	INVOICE	#####	3861093	Test Customer	3861093		4120	470	9/10/2013	816526	NET 10	EO	9/11/2013	0	2347.88	2347.88		Test Cu
6	3573017	INVOICE	#####	3861093	Test Customer	3861093		4120	470	9/10/2013	816526	NET 10	EO	9/11/2013	0	2347.88	2347.88		Test Cu
7	3573017	INVOICE	#####	3861093	Test Customer	3861093		4120	470	9/10/2013	816526	NET 10	EO	9/11/2013	0	2347.88	2347.88		Test Cu
8	3573017	INVOICE	#####	3861093	Test Customer	3861093		4120	470	9/10/2013	816526	NET 10	EO	9/11/2013	0	2347.88	2347.88		Test Cu
9	3573017	INVOICE	#####	3861093	Test Customer	3861093		4120	470	9/10/2013	816526	NET 10	EO	9/11/2013	0	2347.88	2347.88		Test Cu
10	3573017	INVOICE	#####	3861093	Test Customer	3861093		4120	470	9/10/2013	816526	NET 10	EO	9/11/2013	0	2347.88	2347.88		Test Cu
11	3573017	INVOICE	#####	3861093	Test Customer	3861093		4120	470	9/10/2013	816526	NET 10	EO	9/11/2013	0	2347.88	2347.88		Test Cu
12	3573017	INVOICE	#####	3861093	Test Customer	3861093		4120	470	9/10/2013	816526	NET 10	EO	9/11/2013	0	2347.88	2347.88		Test Cu
13																			

3.) Item Invoice – R365 default template (All Columns must be filled in)

	A	B	C	D	E	F	G	H	I
1	Document Number	Date	Vendor Item Number	Vendor Item Name	UofM	Qty	Unit Price	Total	
2	312020501	12/2/2013	2403657	CHEESE CHDR MILD LOAF YEL	5 LB	1	31.90	31.90	
3	312020501	12/2/2013	4771564	CHEESE SWISS SNDW CUT GR C	6-8#AV	1	63.40	63.40	
4	312020501	12/2/2013	2301646	PORK BUTT B/I 406 2 PER CRYOVC	4-8#AV	1	136.69	136.69	
5	312020501	12/2/2013	2362234	BEEF BRISKET FLAT CH	6#AV	1	348.35	348.35	
6	312020501	12/2/2013	6701385	BEEF CORNED 100% ALL NAT	7#AVG	1	64.66	64.66	
7	312020501	12/2/2013	8127880	BEEF GROUND 73/27 NAT FINE	10 LB	2	117.38	234.76	
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10									

4.) FSA/ Ben E. Keith Invoice

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Branch	InvoiceNumber	CustomerNumber	InvoiceDate	InvoiceSubTotal	InvoiceTaxTotal	InvoiceFeeTotal	InvoiceTotal	PoNumber	TransactionType	ItemNumber	GTIN	Quantity	Weight	Unit	UnitOfMeasure	UnitPrice	ExtendedPr
2	FSA	73407887	728161	20140912	4783.15	6	0	4789.15		INVO	883757	1.07E+13	1	11.7	CA	CA	27.41	27
3	FSA	73407887	728161	20140912	4783.15	6	0	4789.15		INVO	883769	1.07E+13	1	12.63	CA	CA	27.37	27
4	FSA	73407887	728161	20140912	4783.15	6	0	4789.15		INVO	885205	1.08E+13	1	3.91	CA	CA	17.89	17
5	FSA	73407887	728161	20140912	4783.15	6	0	4789.15		INVO	885087	7.64E+11	1	0	CA	CA	44.55	44
6	FSA	73407887	728161	20140912	4783.15	6	0	4789.15		INVO	871053	41594204047	1	0	CA	CA	13.84	13
7	FSA	73407887	728161	20140912	4783.15	6	0	4789.15		INVO	871035	41594204061	1	0	CA	CA	13.84	13
8	FSA	73407887	728161	20140912	4783.15	6	0	4789.15		INVO	871001	1.01E+13	1	11.44	CA	CA	33.73	33
9	FSA	73407887	728161	20140912	4783.15	6	0	4789.15		INVO	650460	1.00E+13	1	28.5	CA	CA	17.42	17
10	FSA	73407887	728161	20140912	4783.15	6	0	4789.15		INVO	650482	1.00E+13	2	57	CA	CA	17.91	35
11	FSA	73407887	728161	20140912	4783.15	6	0	4789.15		INVO	787085	54900710545	3	155.85	CA	CA	64.75	194
12	FSA	73407887	728161	20140912	4783.15	6	0	4789.15		INVO	787040	12000400032	2	80	CA	CA	64.9	17

For this exercise we will use the Sysco Invoice Template. First, Click on 'Vendor' in the top ribbon, then select 'Invoice' in the Drop Down. A new 'AP Invoice' will open. Select the 'Vendor' and 'Location' for the import and then click on 'Action' in the top ribbon and then select 'Import'

A new Pop-up will open. Click on 'Select Files'. A new Pop-Up will appear. Browse and select your import file, then click on 'Open'. Note: File must be save in CSV format

Once the import is complete, you will see that all the fields in the AP Transaction have been updated.

Assigning Missing Items

If there was an Item in the invoice that did not have a corresponding Vendor Item/Item then you will see a Missing Item Tab in the invoice. To assign the 'Vendor Item' simply click on 'Assign' and Restaurant365 will walk you through the steps of assigning a vendor item

The screenshot shows the 'AP Invoice - 5992769' interface. At the top, there are tabs for 'Save', 'Approve', and 'Action'. The invoice details include: Invoice Number: 5992769, Vendor: Cherry Brothers, Inc., Date: 9/1/2015, Amount: 40.09, Location: H&S Ocean, Payment Terms: Select Payment Terms, Due Date: 9/1/2015, Credit Expected: 0.00, and Franchising: . Below the details is a 'MISSING ITEMS' tab. A table lists a missing item with Vendor Item '988001'. An 'Assign' button is visible next to the item, which is circled in red.

A new Pop-up will appear. Select the Item drop-down to assign this vendor item to the appropriate item. The Purchasing U of M will default to the Item's Purchasing U of M. If this item has a different U of M, update the U of M. Then select 'OK' to add the Vendor Item. Note: Make sure you update the U of M Equivalence on the item if the U of M type is different than the U of M type on the item

The screenshot shows the 'Vendor Item Assign' pop-up window. The fields are: Vendor Item Number: 988001, Vendor Item Name: 1.9 L Air Pot Lever Action, Item: 1.9 L Air Pot Lever Acti (highlighted with a red box), Purchasing U of M: Case - 1/1.9LTR (highlighted with a red box), Quantity: 1, and Amount: 28.27. The 'OK' button is circled in red.

You will now see that the 'Vendor Item' has been assigned and the AP transaction is ready for approval.

Unapproved

Invoice Number *	<input type="text" value="5992769"/>	Amount	<input type="text" value="40.09"/>	Location *	<input type="text" value="H&S Ocean"/>
Vendor *	<input type="text" value="Cherry Brothers, Inc."/>	Payment Terms	<input type="text" value="Select Payment Terms"/>	Credit Expected	<input type="text" value="0.00"/>
Date *	<input type="text" value="9/1/2015"/>	Due Date	<input type="text" value="9/1/2015"/>	Franchising	<input type="checkbox"/>
Comment	<input type="text"/>				

DETAILS APPLY DISTRIBUTION

+ Size - Size

Select Item	Select Unit of Mea			Select Account	H&S Oce	Add	Clear
Item	Vendor Item	U of M	Quantity	Each Am...	Total	Account	Location
1.9 L Air Pot Lever Actio...	988001	Case - 1/1.9LTR	1.00	28.27	28.27	Tableware and Smallwares	H&S Ocean
1/2 Slotted Steam Tbl Pa...	764346	Case - 1/1CT	1.00	11.82	11.82	Tableware and Smallwares	H&S Ocean