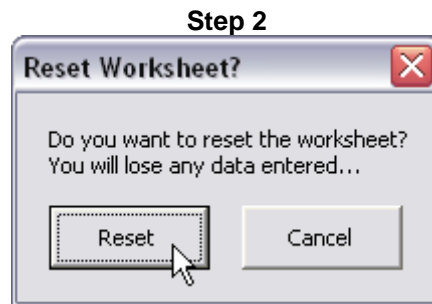
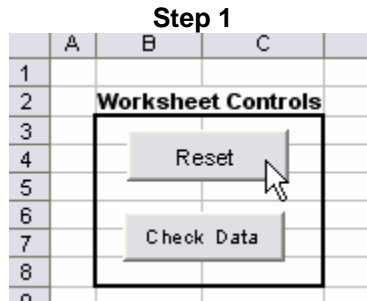


Directions For the Accounts Payable Invoice Transfer spreadsheet

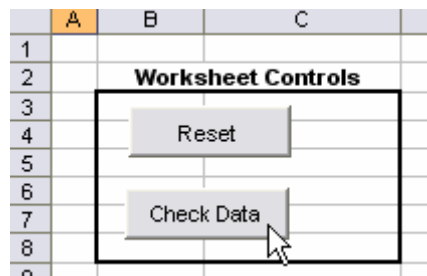
The A/P Invoice Transfer function in the Accounts Payable Processing Menu will allow you to specify the name of a text file that contains accounts payable invoice information for upload into the database. The APX Upload spreadsheet is designed to assist in creating the necessary text file.

Steps to follow:

- If necessary, reset the spreadsheet:

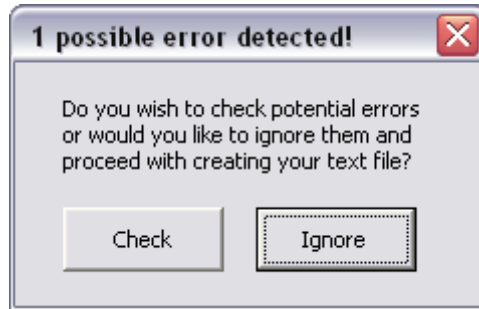


- Populate columns A through P with the appropriate data.
- Click the **Check Data** button:



The data you have entered will be checked for errors. If a large number of rows have been entered, this may take some time. Please be patient.

If errors are discovered in the data, you will see a notification asking you if you would like to check or ignore the errors:



If you choose to check the errors, you will be returned to the spreadsheet to make changes. Errors will be marked on the spreadsheet in red:

U	100	1	17-Apr	
P	ac0001	123456789aaedde	4/17/2007	5
S				
O	ac0001	123456		

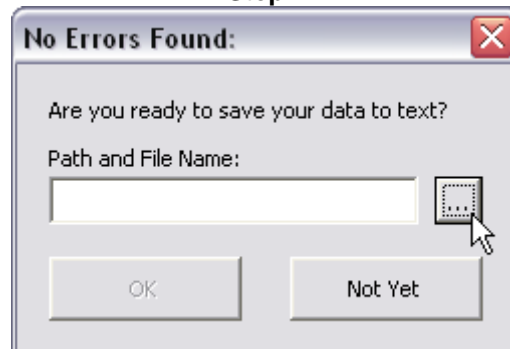
If you hover over the cell with your mouse, you will see a comment with more detailed information on the error:

b	100	1	17-Apr	
c0001	123456789aaedde		07	
c0001	123456		33	t

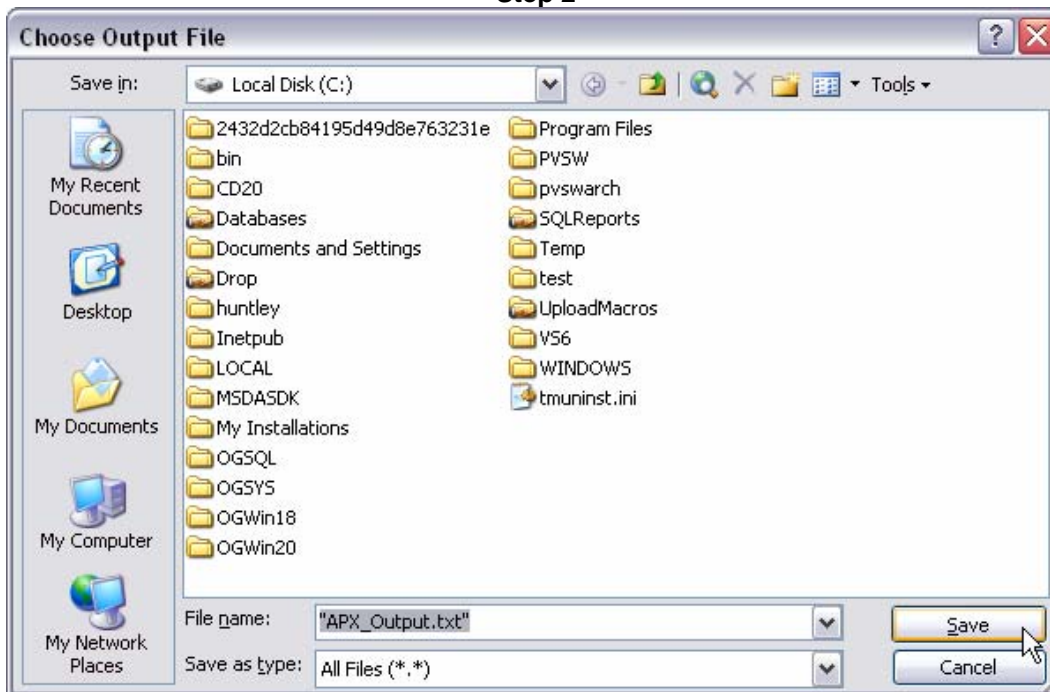
Please enter 12 characters or less.

- Correct any errors and click the **Check Data** button again. Repeat as necessary until all errors have been corrected.
- If no errors are detected or if you choose to ignore them, you will see a dialog box that allows you to save the text file. Click the button next to the file name and navigate to the directory where you would like to save the file:

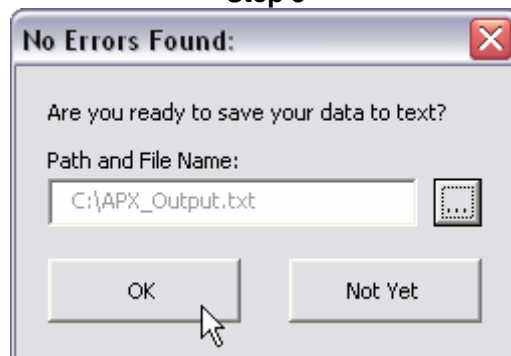
Step 1



Step 2



Step 3

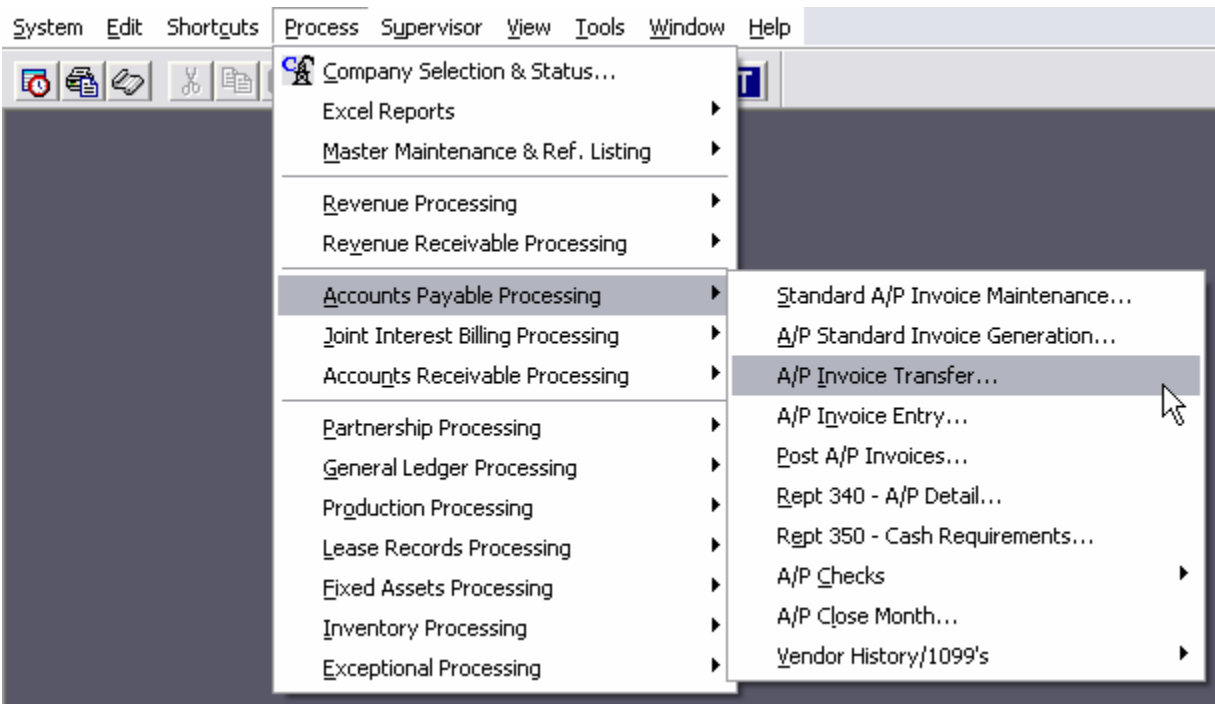


- **Back up your data folder.**

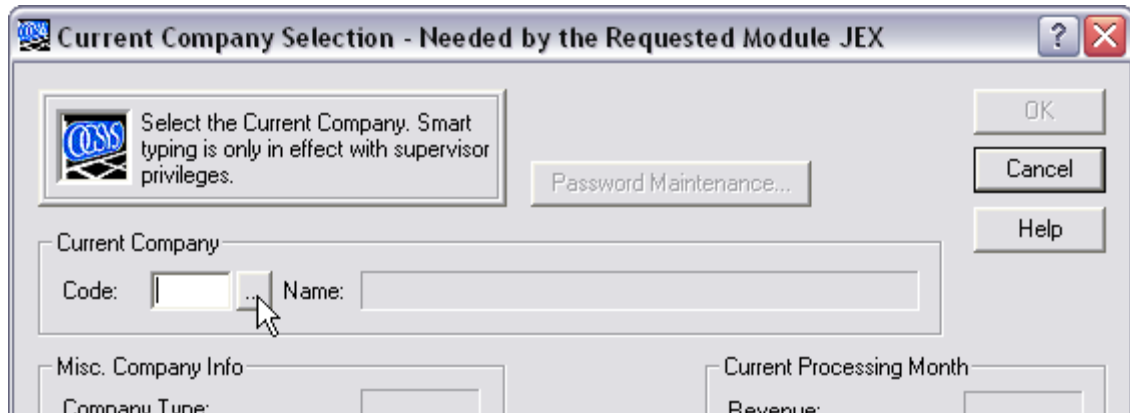
- Log in to OGWIN.



- Navigate to **Process – Accounts Payable Processing – A/P Invoice Transfer....**



- Select your company code if necessary and click **OK**.



- Select Audit or Trial Audit
- Select the path and file name of the upload file and run the module.

field	
Report Version	A/P Inv Xsfr Trial Audit
Filename Selection	C:\APX_Output.txt