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# **miExcel for Clarity Accounts Payable**

## **User Guide**



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Civic Systems, LLC  
Ten Terrace Court  
P.O. Box 7398  
Madison, WI 53707-7398  
♦ [www.civicsystems.com](http://www.civicsystems.com)

Revision 3.2.2

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LISTS .....	1
BANKS .....	1
<i>Selecting a Single Bank</i> .....	1
<i>Selecting Multiple Banks</i> .....	2
<i>Filtering</i> .....	3
VENDOR LIST .....	4
<i>Selecting a Single Vendor</i> .....	4
<i>Selecting Multiple Vendors</i> .....	5
<i>Filtering</i> .....	6
<i>Column Chooser</i> .....	7
CUSTOM FUNCTIONS .....	9
=GETCHECKDATE() .....	9
=GETCHECKVENDORADDRESS1() .....	11
=GETCHECKVENDORADDRESS2() .....	12
=GETCHECKVENDORCITY() .....	13
=GETCHECKVENDORNAME() .....	14
=GETCHECKVENDORSTATE() .....	15
=GETCHECKVENDORZIP() .....	16
=GETVENDORDEFAULTREMITTANCEADDRESS1() .....	17
=GETVENDORDEFAULTREMITTANCEADDRESS2() .....	18
=GETVENDORDEFAULTREMITTANCECITY() .....	19
=GETVENDORDEFAULTREMITTANCENAME() .....	20
=GETVENDORDEFAULTREMITTANCESTATE() .....	21
=GETVENDORDEFAULTREMITTANCETELEPHONE1() .....	22
=GETVENDORDEFAULTREMITTANCEZIP() .....	23
=GETVENDORNAME() .....	24
=GETVENDORPAYMENTS() .....	25
IMPORTS .....	29
IMPORTING INVOICES .....	29
IMPORTING MANUAL CHECKS .....	33
SAVING AN IMPORT DEFINITION .....	36
USING A SAVED DEFINITION .....	39
UTILIZING AUTO MAP .....	41
ENABLING THE IMPORT INVOICES OR MANUAL CHECK BUTTON .....	44

# Lists

The following section explains how to utilize different lists for the miExcel custom functions

## **Banks**

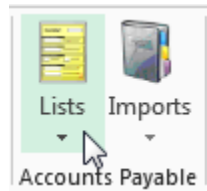
Many of the miExcel custom functions utilize banks in order to calculate. To view your banks, follow these steps:

1. Click on the **miExcel** ribbon at the top.



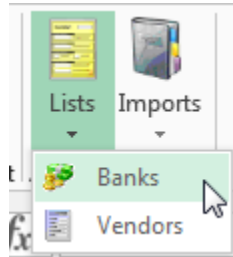
**Illustration 1: miExcel on Excel ribbon**

2. Click on the **Lists** drop-down button under the *Accounts Payable* section.



**Illustration 2: Lists button**

3. Select **Banks**.



**Illustration 3: Banks button**

## **Selecting a Single Bank**

To select a bank, click on the bank you desire and then click the **OK** button at the bottom. You can also double-click on a bank from the list. The bank number selected will be placed in the current cell on your Excel workbook.

*(See screen shot on next page)*

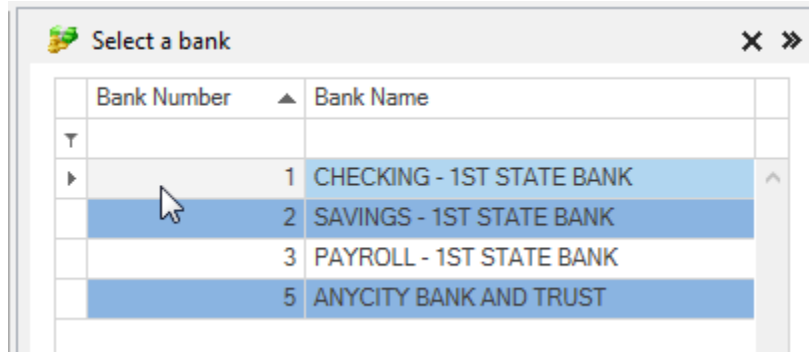


Illustration 4: Bank List (Single Bank)

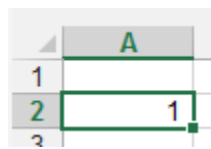


Illustration 5: Bank populated into the current cell in your Excel workbook

## Selecting Multiple Banks

To select multiple banks from the **Bank List**, hold the *Shift* key to highlight a range of banks or the *Control* key to select individual banks from the list. Once you have the appropriate banks highlighted, click the **OK** button at the bottom. The banks selected will be placed in the current cell and subsequent cells in the same column.

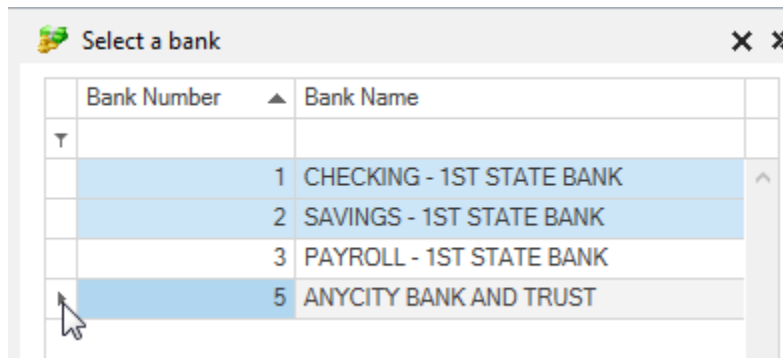


Illustration 6: Bank List (Multiple Banks)

	A
1	
2	1
3	2
4	5

Illustration 7: Banks populated into your Excel workbook

## Filtering

You can filter the list to only display certain **Banks**.

To filter on **Bank Name**, simply start typing in that field at the top. The list will then filter automatically. You can use the percent sign (%) as a wildcard. In the following example, we filtered for any bank that has “1<sup>st</sup>” in its name.

Select a bank	
Bank Number	Bank Name
	%1st
1	CHECKING - 1ST STATE BANK
2	SAVINGS - 1ST STATE BANK
3	PAYROLL - 1ST STATE BANK

Illustration 8: Bank List filtered to only show those banks that contain “1<sup>st</sup>” in its name

## Vendor List

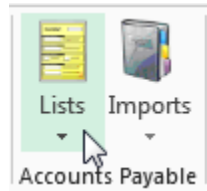
Many of the miExcel custom functions utilize vendor numbers in order to calculate. To view a list of vendors, follow these steps:

1. Click on the **miExcel** ribbon at the top.



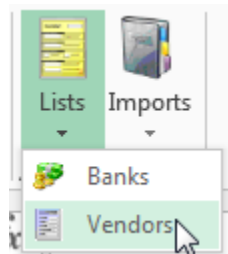
**Illustration 1: miExcel on Excel ribbon**

2. Click on the **Lists** drop-down button under the *Accounts Payable* section.



**Illustration 2: Lists button**

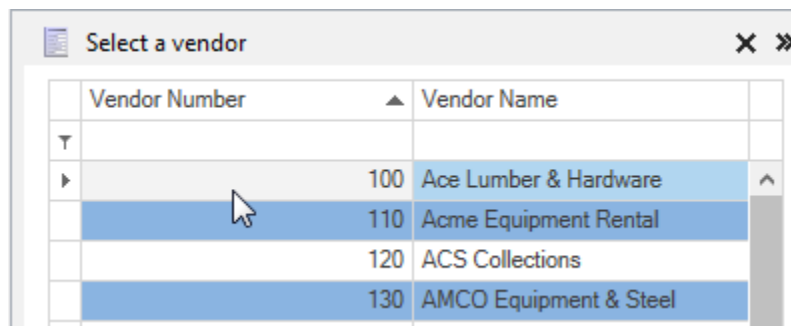
3. Select **Vendors**.



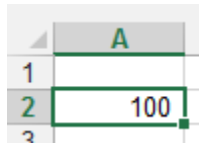
**Illustration 3: Vendors button**

### Selecting a Single Vendor

To select a vendor, click on the vendor you desire and then click the **OK** button at the bottom. You can also double-click on a vendor from the list. The vendor selected will be placed in the current cell on your Excel workbook.



**Illustration 4: Vendor List (Single Vendor)**

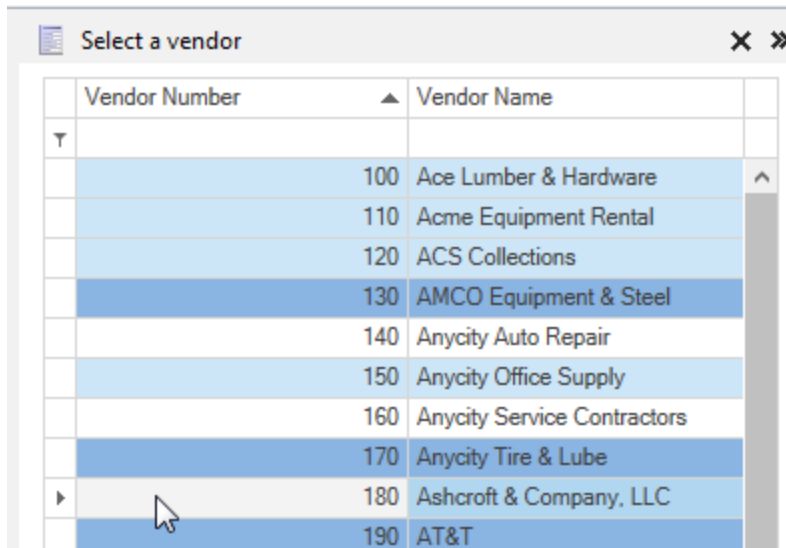


	A
1	
2	100
3	

**Illustration 5: Vendor number populated into your Excel workbook**

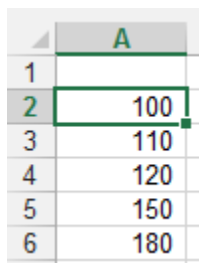
## Selecting Multiple Vendors

To select multiple vendors from the **Vendor List**, hold the *Shift* key to highlight a range of vendors or the *Control* key to select individual vendors from the list. Once you have the appropriate vendors highlighted, click the **OK** button at the bottom. The vendors selected will be placed in the current cell and subsequent cells in the same column.



Vendor Number	Vendor Name
100	Ace Lumber & Hardware
110	Acme Equipment Rental
120	ACS Collections
130	AMCO Equipment & Steel
140	Anycity Auto Repair
150	Anycity Office Supply
160	Anycity Service Contractors
170	Anycity Tire & Lube
180	Ashcroft & Company, LLC
190	AT&T

**Illustration 6: Vendor List (Multiple Vendors)**



	A
1	
2	100
3	110
4	120
5	150
6	180

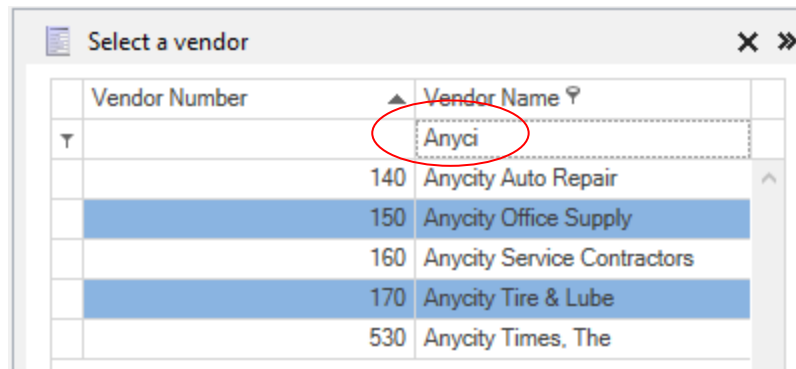
**Illustration 7: Vendors populated into your Excel workbook**



## Filtering

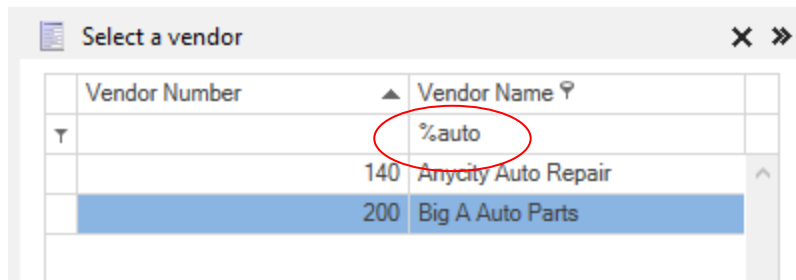
You can filter the list by **Vendor Number** or **Vendor Name**.

To filter on **Vendor Number** or **Vendor Name**, simply start typing in those fields at the top. The list will then filter automatically.



**Illustration 8: Vendor List filtered to only show Vendors that start with “Anyci”**

You can use wildcards for additional filtering capabilities. The percent sign (%) acts as a wildcard character.

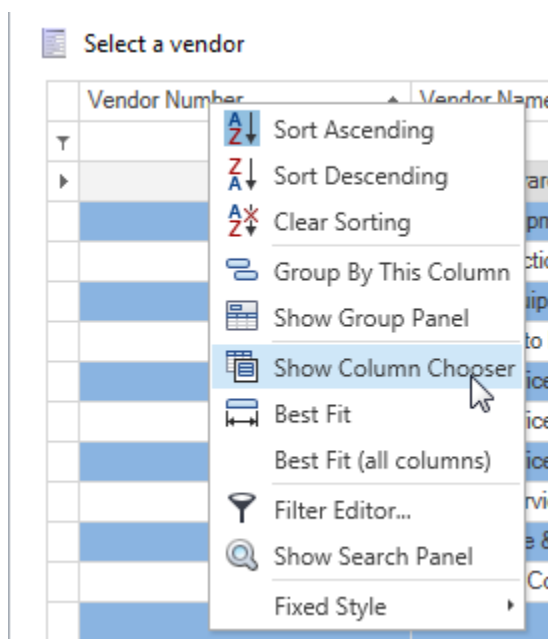


**Illustration 9: Vendor List filtered to only show those vendors with “auto” in the Vendor Name**

## Column Chooser

You can add columns into your **Vendor List** grid. The following are the columns that can appear in your grid: **Activation Date, Default, Description History, First Name, GL Account, GUID, IRS 1099 ID Number, IRS 1099 Type, Last Name, Middle Name, MMW Vendor, Notes, Notes DTS, Rating, Recipient First Name, Recipient First Name 2, Recipient Last Name 1, Recipient Last Name 2, Recipient Middle Name, Recipient Middle Name 2, Recipient Name, Recipient Name 2, Recipient Suffix, Recipient Suffix 2, Remittance Address 1, Remittance Address 2, Remittance City, Remittance Description, Remittance Name, Remittance State, Remittance Telephone 1, Remittance Zip, Secondary First Name, Secondary Last Name, Secondary Middle Name, Secondary Suffix, Standard Description Default, Suffix, Termination Date, Vendor Number, Vendor Name, and Vendor Type.** By default the **Vendor Number** and **Vendor Name** will appear. Follow these steps to add additional columns into you grid:

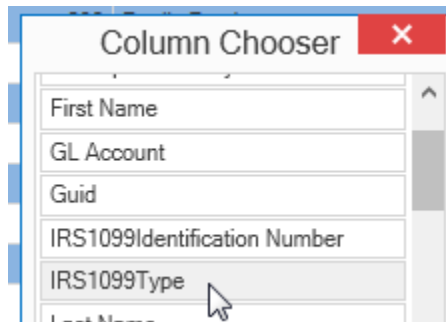
1. Right-click on the **Vendor List** header and select **Show Column Chooser**.



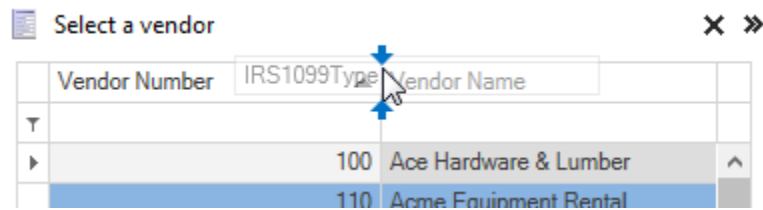
**Illustration 10: Select Column Chooser**

2. Click and drag the column you would like to add to the **Account List** header.

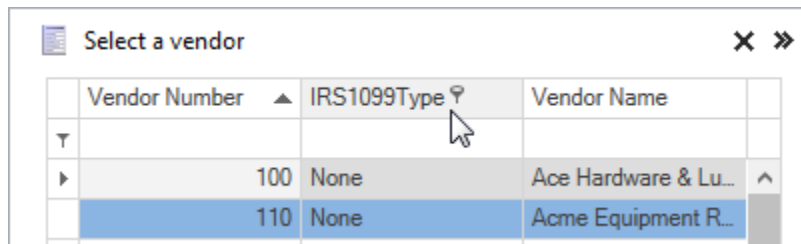
*(See screen shot on next page)*



**Illustration 11: Column Chooser**



**Illustration 12: Drag column to Vendor List grid**

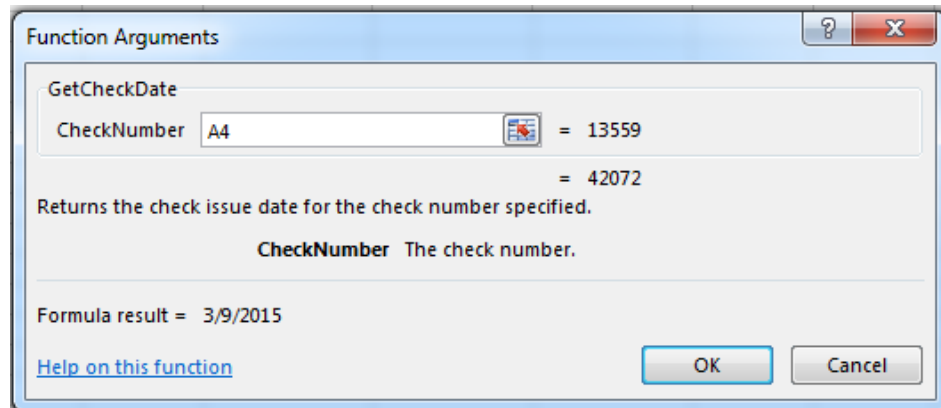


**Illustration 13: Column added**


# Custom Functions

## =GetCheckDate()

The **=GetCheckDate()** function will retrieve the check date for a specified check number. This function utilizes one (1) arguments: check number.



**Illustration 1: Function Arguments**

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to “Caselle Accounts Payable”.

Once you have specified the cell where the **CheckNumber** resides, click the **OK** button.

	A	B
1		
2	Check	Check
3	Number	Date
4	13559	=GetCheckDate(A4)

**Illustration 2: Formula Example**

	A	B
1		
2	Check	Check
3	Number	Date
4	13559	3/9/2015
5		

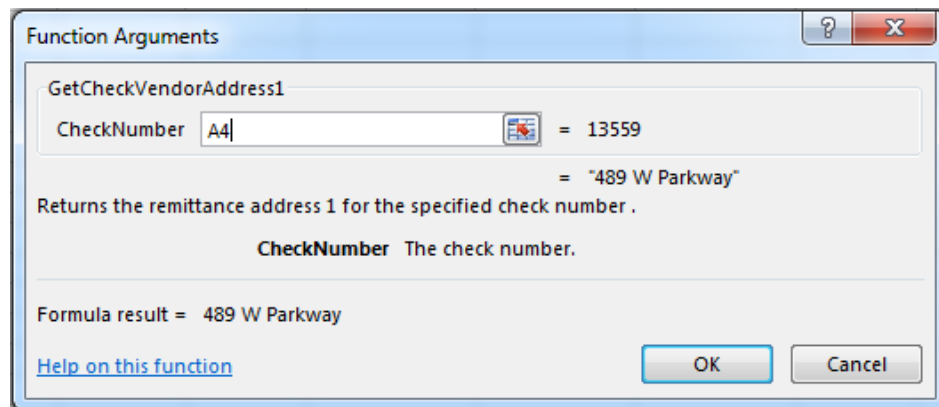
**Illustration 3: Formula Completed Example**

Please note, that the cell needs to be formatted as a date in order to show the check date properly.


Once you have this function set, you can simply copy and paste this function to other cells.

## =GetCheckVendorAddress1()

The **=GetCheckVendorAddress1()** function will retrieve the vendor's address 1 for the specified check number. This function utilizes one (1) arguments: check number.



**Illustration 1: Function Arguments**

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to *"Caselle Accounts Payable"*.

Once you have specified the cell where the **CheckNumber** resides, click the **OK** button.

	A	B	C	D	E
1					
2	Check	Vendor	Vendor		
3	Number	Name	Address 1		
4	13559	Ace Hardware & Lumber	=GetCheckVendorAddress1(A4)		

**Illustration 2: Formula Example**

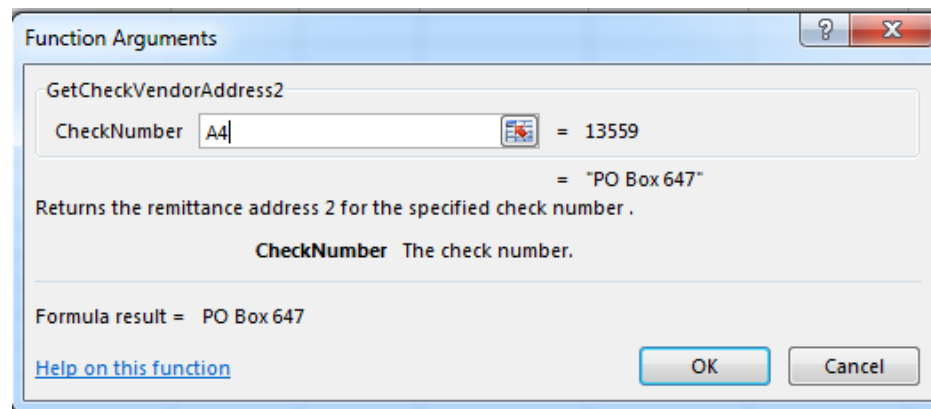
	A	B	C
1			
2	Check	Vendor	Vendor
3	Number	Name	Address 1
4	13559	Ace Hardware & Lumber	489 W Parkway

**Illustration 3: Formula Completed Example**

Once you have this function set, you can simply copy and paste this function to other cells.

## =GetCheckVendorAddress2()

The **=GetCheckVendorAddress2()** function will retrieve the vendor's address 2 for the specified check number. This function utilizes one (1) arguments: check number.



**Illustration 1: Function Arguments**

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the button. To find it in the functions list, you will need to change the **Or select a category** to "*Caselle Accounts Payable*".

Once you have specified the cell where the **CheckNumber** resides, click the **OK** button.

	A	B	C	D
1				
2	Check	Vendor	Vendor	
3	Number	Name	Address 2	
4	13559	Ace Hardware & Lumber	=GetCheckVendorAddress2(A4)	

**Illustration 2: Formula Example**

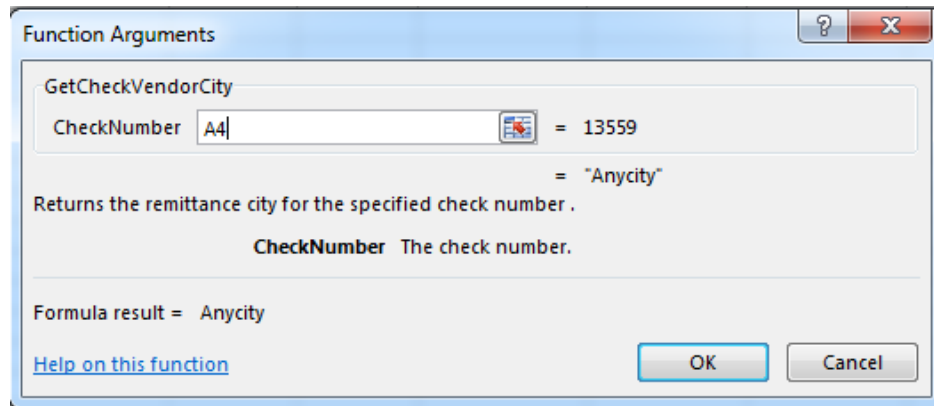
	A	B	C
1			
2	Check	Vendor	Vendor
3	Number	Name	Address 2
4	13559	Ace Hardware & Lumber	PO Box 647

**Illustration 3: Formula Completed Example**


Once you have this function set, you can simply copy and paste this function to other cells.

## =GetCheckVendorCity()

The **=GetCheckVendorCity()** function will retrieve the vendor's city for the specified check number. This function utilizes one (1) arguments: check number.



**Illustration 1: Function Arguments**

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to "Caselle Accounts Payable".

Once you have specified the cell where the **CheckNumber** resides, click the **OK** button.

	A	B	C
1			
2	Check	Vendor	Vendor
3	Number	Name	City
4	13559	Ace Hardware & Lumber	=GetCheckVendorCity(A4)

**Illustration 2: Formula Example**

	A	B	C
1			
2	Check	Vendor	Vendor
3	Number	Name	City
4	13559	Ace Hardware & Lumber	Anycity

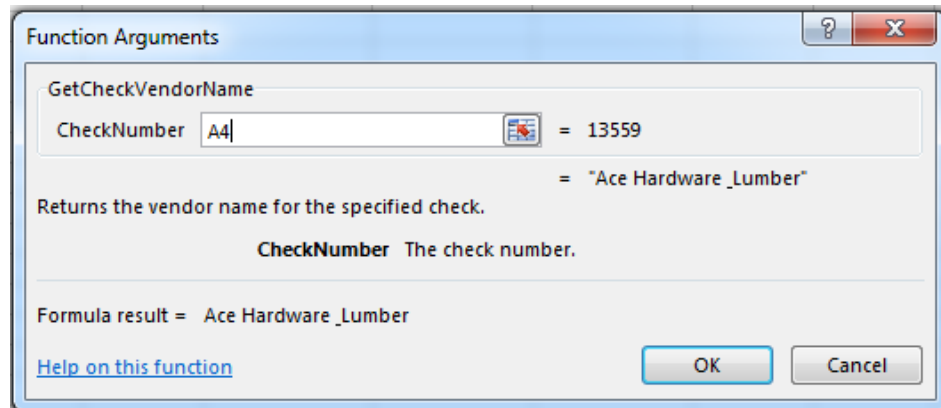
**Illustration 3: Formula Completed Example**

Once you have this function set, you can simply copy and paste this function to other cells.




## =GetCheckVendorName()

The **=GetCheckVendorName()** function will retrieve the vendor name for the check number specified. This function utilizes one (1) arguments: check number.



**Illustration 1: Function Arguments**

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to "Caselle Accounts Payable".

Once you have specified the cell where the **CheckNumber** resides, click the **OK** button.

	A	B
1		
2	Check	Vendor
3	Number	Name
4	13559	=GetCheckVendorName(A4)

**Illustration 2: Formula Example**

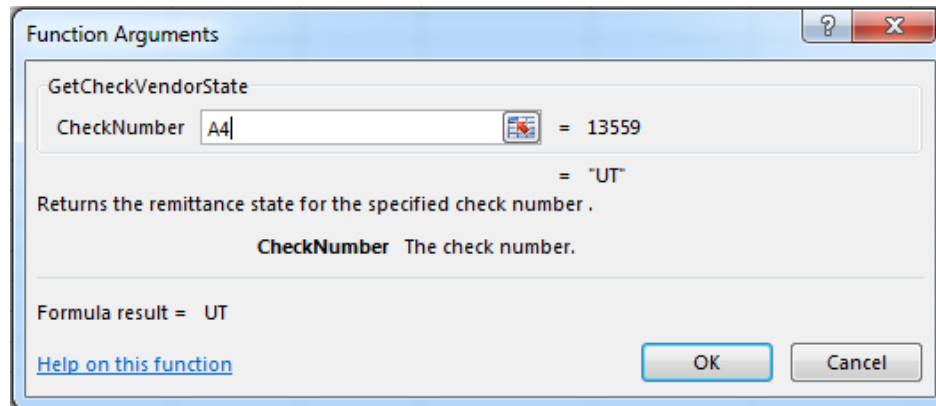
	A	B
1		
2	Check	Vendor
3	Number	Name
4	13559	Ace Hardware & Lumber

**Illustration 3: Formula Completed Example**


Once you have this function set, you can simply copy and paste this function to other cells.

## =GetCheckVendorState()

The **=GetCheckVendorState()** function will retrieve the vendor's state for the specified check number. This function utilizes one (1) arguments: check number.



**Illustration 1: Function Arguments**

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to *"Caselle Accounts Payable"*.

Once you have specified the cell where the **CheckNumber** resides, click the **OK** button.

	A	B	C
1			
2	Check	Vendor	Vendor
3	Number	Name	State
4	13559	Ace Hardware & Lumber	=GetCheckVendorState(A4)

**Illustration 2: Formula Example**

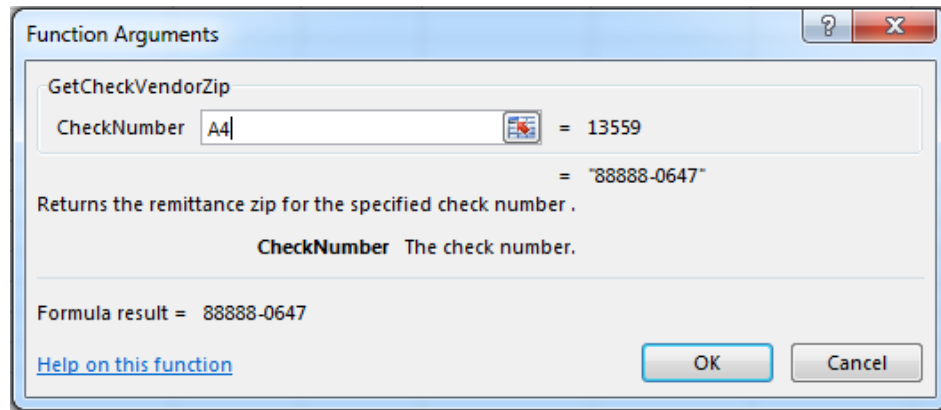
	A	B	C
1			
2	Check	Vendor	Vendor
3	Number	Name	State
4	13559	Ace Hardware & Lumber	WI

**Illustration 3: Formula Completed Example**


Once you have this function set, you can simply copy and paste this function to other cells.

## =GetCheckVendorZip()

The **=GetCheckVendorZip()** function will retrieve the vendor's zip code for the specified check number. This function utilizes one (1) arguments: check number.



**Illustration 1: Function Arguments**

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to "Caselle Accounts Payable".

Once you have specified the cell where the **CheckNumber** resides, click the **OK** button.

	A	B	C
1			
2	Check	Vendor	Vendor
3	Number	Name	Zip Code
4	13559	Ace Hardware & Lumber	=GetCheckVendorZip(A4)

**Illustration 2: Formula Example**

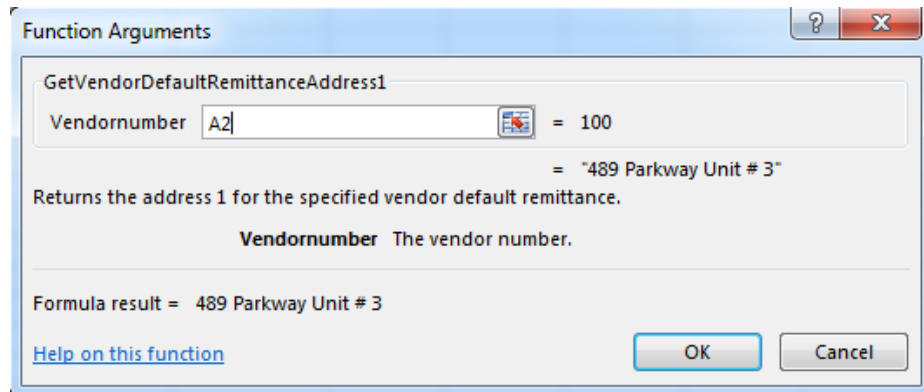
	A	B	C
1			
2	Check	Vendor	Vendor
3	Number	Name	Zip Code
4	13559	Ace Hardware & Lumber	88888-0647

**Illustration 3: Formula Completed Example**


Once you have this function set, you can simply copy and paste this function to other cells.

## **=GetVendorDefaultRemittanceAddress1()**

The **=GetVendorDefaultRemittanceAddress1()** function will provide you with the vendor's default remittance address 1 information. This function utilizes one (1) arguments: vendor number.



**Illustration 1: Function Arguments**

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to "Caselle Accounts Payable".

Once you have specified the cell where the **Vendornumber** resides, click the **OK** button.

	A	B	C	D	E
1					
2	100	=GetVendorDefaultRemittanceAddress1(A2)			

**Illustration 2: Formula Example**

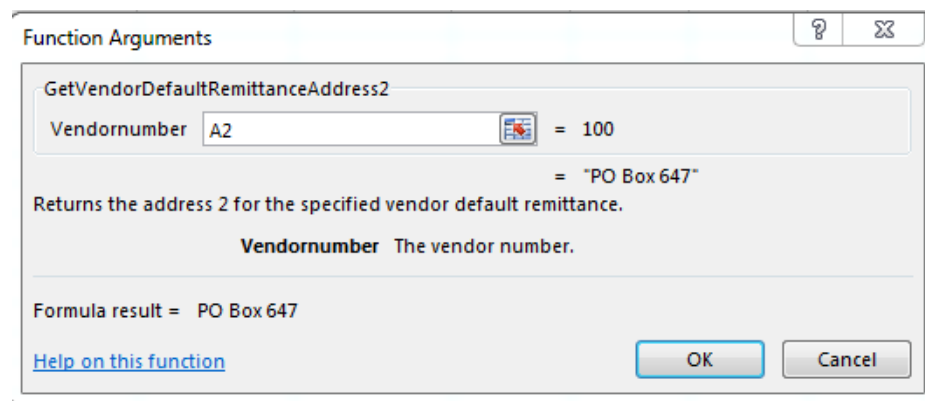
	A	B
1		
2	100	489 Parkway Unit # 3

**Illustration 3: Formula Completed Example**


Once you have this function set, you can simply copy and paste this function to other cells.

## =GetVendorDefaultRemittanceAddress2()

The **=GetVendorDefaultRemittanceAddress2()** function will provide you with the vendor's default remittance address 2 information. This function utilizes one (1) arguments: vendor number.



**Illustration 1: Function Arguments**

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to “*Caselle Accounts Payable*”.

Once you have specified the cell where the **Vendornumber** resides, click the **OK** button.

	A	B	C	D
1				
2	100	=GetVendorDefaultRemittanceAddress2(A2)		

**Illustration 2: Formula Example**

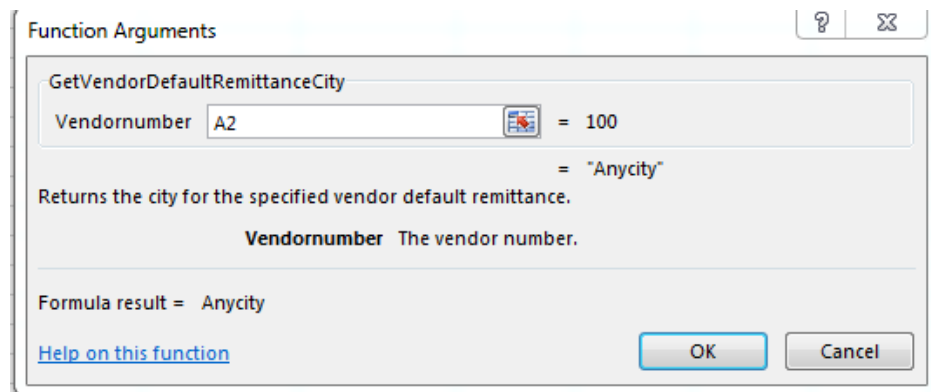
	A	B
1		
2	100	PO Box 647

**Illustration 3: Formula Completed Example**


Once you have this function set, you can simply copy and paste this function to other cells.

## =GetVendorDefaultRemittanceCity()

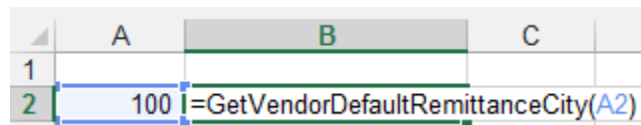
The **=GetVendorDefaultRemittanceCity()** function will provide you with the vendor's default remittance city information. This function utilizes one (1) arguments: vendor number.



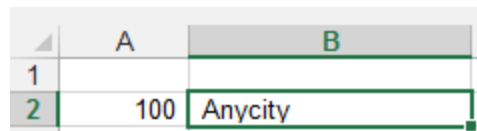
**Illustration 1: Function Arguments**

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to *"Caselle Accounts Payable"*.

Once you have specified the cell where the **Vendornumber** resides, click the **OK** button.



**Illustration 2: Formula Example**

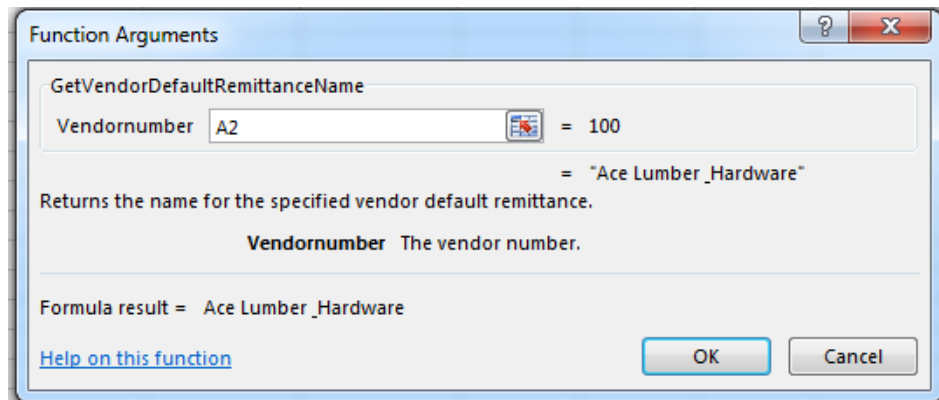


**Illustration 3: Formula Completed Example**


Once you have this function set, you can simply copy and paste this function to other cells.

## =GetVendorDefaultRemittanceName()

The **=GetVendorDefaultRemittanceName()** function will provide you with the vendor's default name. This function utilizes one (1) arguments: vendor number.



**Illustration 1: Function Arguments**

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to *"Caselle Accounts Payable"*.

Once you have specified the cell where the **Vendornumber** resides, click the **OK** button.

	A	B	C	D
1				
2	100	=GetVendorDefaultRemittanceName(A2)		
3	110			

**Illustration 2: Formula Example**

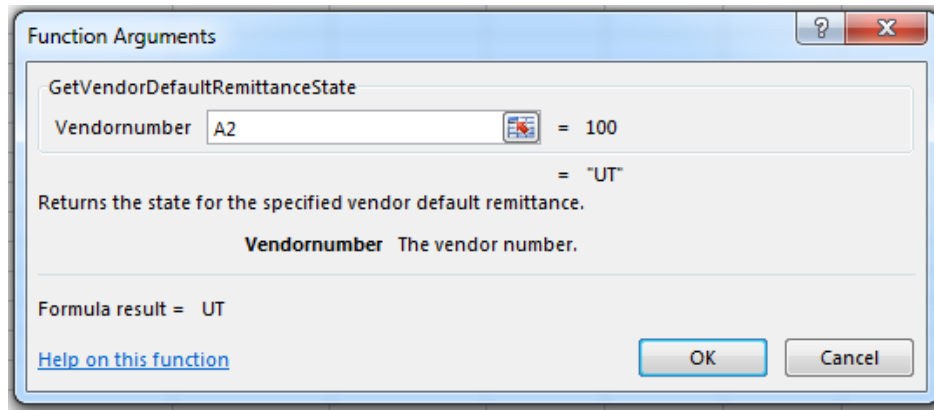
	A	B
1		
2	100	Ace Lumber & Hardware
3	110	

**Illustration 3: Formula Completed Example**


Once you have this function set, you can simply copy and paste this function to other cells.

## =GetVendorDefaultRemittanceState()

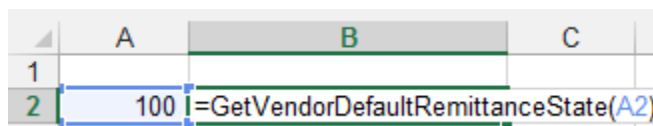
The **=GetVendorDefaultRemittanceNameState()** function will provide you with the vendor's default state. This function utilizes one (1) arguments: vendor number.



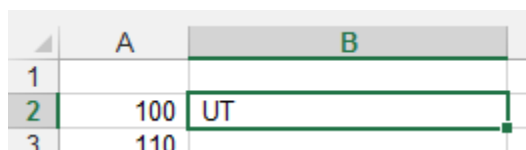
**Illustration 1: Function Arguments**

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to "*Caselle Accounts Payable*".

Once you have specified the cell where the **Vendornumber** resides, click the **OK** button.



**Illustration 2: Formula Example**



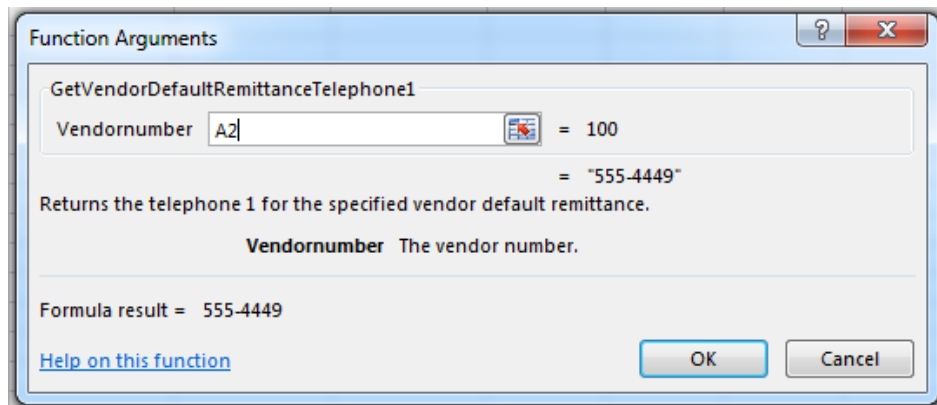
**Illustration 3: Formula Completed Example**

Once you have this function set, you can simply copy and paste this function to other cells.




## =GetVendorDefaultRemittanceTelephone1()

The **=GetVendorDefaultRemittanceNameTelephone1()** function will provide you with the vendor's default telephone number 1. This function utilizes one (1) arguments: vendor number.



**Illustration 1: Function Arguments**

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to *"Caselle Accounts Payable"*.

Once you have specified the cell where the **Vendornumber** resides, click the **OK** button.

	A	B	C	D
1				
2	100	=GetVendorDefaultRemittanceTelephone1(A2)		

**Illustration 2: Formula Example**

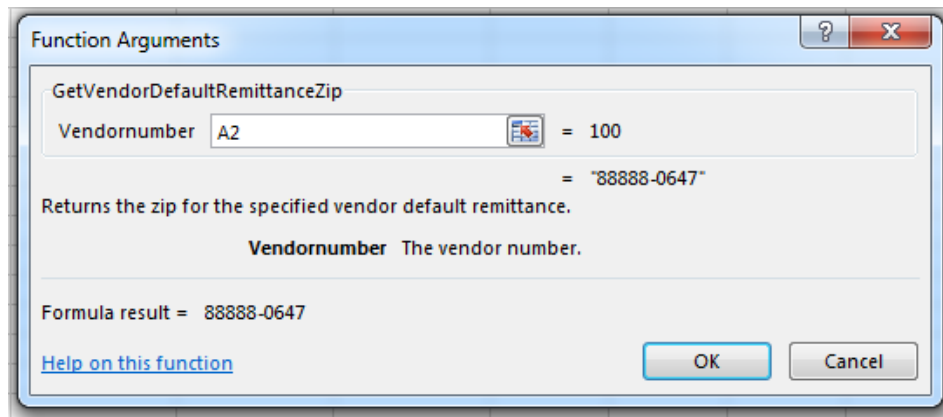
	A	B
1		
2	100	999-555-4449

**Illustration 3: Formula Completed Example**


Once you have this function set, you can simply copy and paste this function to other cells.

## =GetVendorDefaultRemittanceZip()

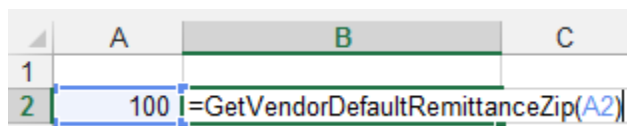
The **=GetVendorDefaultRemittanceZip()** function will provide you with the vendor's default zip code. This function utilizes one (1) arguments: vendor number.



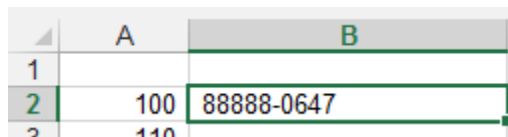
**Illustration 1: Function Arguments**

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to “*Caselle Accounts Payable*”.

Once you have specified the cell where the **Vendornumber** resides, click the **OK** button.



**Illustration 2: Formula Example**

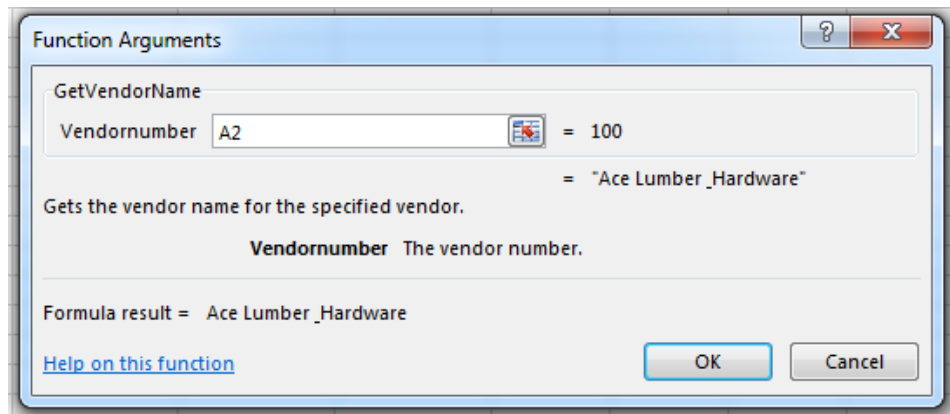


**Illustration 3: Formula Completed Example**


Once you have this function set, you can simply copy and paste this function to other cells.

## =GetVendorName()

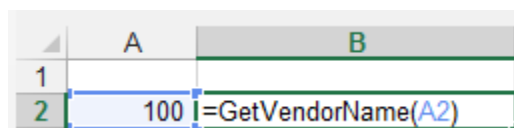
The **=GetVendorName()** function will provide you with the vendor's name. This function utilizes one (1) arguments: vendor number.



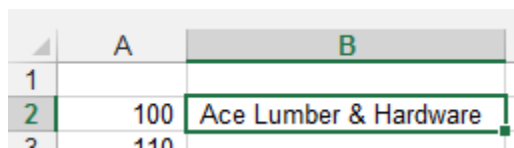
**Illustration 1: Function Arguments**

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to “*Caselle Accounts Payable*”.

Once you have specified the cell where the **Vendornumber** resides, click the **OK** button.



**Illustration 2: Formula Example**



**Illustration 3: Formula Completed Example**

Once you have this function set, you can simply copy and paste this function to other cells.

## =GetVendorPayments()

The **=GetVendorPayments()** function will provide you with the total amount of payments made to a vendor over a specified date range. This function utilizes four (4) arguments: vendor number, start date, end date, and GL basis.

The Function Arguments dialog box for the **GetVendorPayments** function is shown. It contains the following arguments and values:

Argument	Value	Result
Vendornumbers	A5	= 100
Startdate	\$B\$1	= 42005
Enddate	\$B\$2	= 42369
Glbasis	0	= 0
<b>Total</b>		<b>= 6778.78</b>

Gets total vendor payments over the specified period.

**Vendornumbers**

Formula result = 6,778.78

[Help on this function](#) [OK] [Cancel]

**Illustration 1: Function Arguments**

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the button. To find it in the functions list, you will need to change the **Or select a category** to “*Caselle Accounts Payable*”.

	A	B	C	D	E	F
1	Start Date:	1/1/2015				
2	End Date:	12/31/2015				
3						
4	Vendor Number	Name	Payments			
5	100	Ace Lumber & Hardware	=GetVendorPayments(A5,\$B\$1,\$B\$2,0)			

**Illustration 2: Formula Example**

	A	B	C
1	Start Date:	1/1/2015	
2	End Date:	12/31/2015	
3			
4	Vendor Number	Name	Payments
5	100	Ace Lumber & Hardware	6,778.78

**Illustration 3: Formula Completed Example**

The **GL Basis** controls whether you want to see actual payments/checks paid to the vendor during the specified date range or whether you want to see invoices charged to this vendor during the specified date range. For example, let's assume the following checks were cut to a vendor:

Invoice Number	Check Number	Check Date	Invoice GL Period	Amount
<b>7866</b>	998	1/2/15	12/14	\$75.00
<b>1234</b>	1000	1/5/15	1/15	\$100.00
<b>5466</b>	1030	10/15/15	10/15	\$200.00
<b>1697</b>	1588	1/20/16	12/15	\$150.00
<b>Total</b>				\$450.00

Additionally, let's assume we are trying to find the total payments between 1/1/15 and 12/31/15. If we put a "0" in the **GL Basis**, the function will look to the check date and return \$375.00. This encompasses the first three checks in the table above as their check dates fall between 1/1/15 and 12/31/15. If we put a "1" in the **GL Basis**, the function will look to the invoice's GL period and return \$450.00. This encompasses the last three checks in the table above as the Invoice GL Period for these invoices falls between 1/1/15 and 12/31/15.

Please note that if the **GL Basis** argument is left blank, the system will assume that you want to see payments made to a vendor based on check issue date or that a "0" was entered.

Function Arguments

GetVendorPayments

Vendornumbers: A5 = 100

Startdate: \$B\$1 = 42005

Enddate: \$B\$2 = 42369

Glbasis: 0 = 0

= 6778.78

Gets total vendor payments over the specified period.

Vendornumbers

Formula result = 6,778.78

[Help on this function](#) OK Cancel

Illustration 4: Function Arguments with Glbasis set to “0” to look at check date

	A	B	C	D	E	F
1	Start Date:	1/1/2015				
2	End Date:	12/31/2015				
3						
4	Vendor Number	Name	Payments			
5	100	Ace Lumber & Hardware	=GetVendorPayments(A5,\$B\$1,\$B\$2,0)			

Illustration 5: Formula Example with Glbasis set to “0”

Function Arguments

GetVendorPayments

Vendornumbers: A5 = 100

Startdate: \$B\$1 = 42005

Enddate: \$B\$2 = 42369

Glbasis: 1 = 1

= 6332.19

Gets total vendor payments over the specified period.

Vendornumbers

Formula result = 6,332.19

[Help on this function](#) OK Cancel

Illustration 6: Function Arguments with Glbasis set to “1” to look at the invoices GL period

	A	B	C	D	E	F
1	Start Date:	1/1/2015				
2	End Date:	12/31/2015				
3						
4	Vendor Number	Name	Payments			
5	100	Ace Lumber & Hardware	=GetVendorPayments(A5,\$B\$1,\$B\$2,1)			

**Illustration 7: Formula Example with Glbasis set to "1"**

Once you have this function set, you can simply copy and paste this function to other cells.

# Imports

You have the ability to import manual checks or invoices directly into the accounts payable database from Excel. This is done by utilizing the **Imports** button on the **miExcel** ribbon at the top.

## Importing Invoices

To import invoices, follow these steps:

1. Highlight the range of cells on your spreadsheet that represent the invoices that you would like to import.

	A	B	C	D	E	F	G	H
1	<b>IMPORT INVOICES</b>							
2								
3	<b>Vendor Number</b>	<b>Invoice No</b>	<b>Invoice Date</b>	<b>Payment Due Date</b>	<b>Merchant Number</b>	<b>Description</b>	<b>Total Cost</b>	<b>GL Account No</b>
4	640	99040400	3/1/2015	3/20/2015	100	PVC Glue	17.05	51-81-250
5	640	9906890	3/1/2015	3/20/2015	160	System Maintenance	1,650.00	52-81-480
6	640	99006000	3/1/2015	3/20/2015	250	Fuel & Oil	156.32	10-54-255

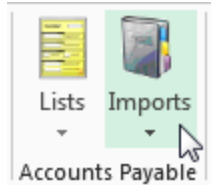
**Illustration 1: Highlighted invoices for import**

2. Click on the **miExcel** ribbon at the top.



**Illustration 2: miExcel on Excel ribbon**

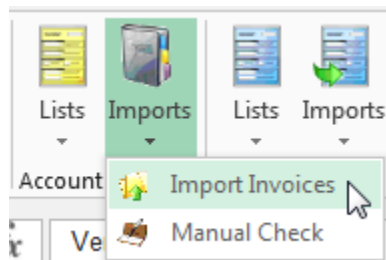
3. Click on the **Imports** drop-down button under the *Accounts Payable* section.



**Illustration 3: Imports button**

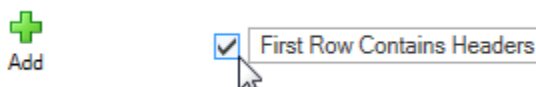


4. Select **Import Invoices** (Note: If the **Import Invoices** button is inactive, please see the last section [Enabling the Import Invoices or Manual Check Button](#)).



**Illustration 4: Import Invoices**

5. Click the **First Row Contains Headers** check box if your highlighted invoice import contains headers.



**Illustration 5: First Row Contain Headers check box**

6. You will need to map each column highlighted to the appropriate **Caselle Element** under the **Column Mapping** section. The following **Caselle Elements** are available: *Bank Number, Batch Number, Comments, Description, Due Date, Extended Price, Freight, GL Account, GL Activity, Input Date, Invoice Date, Invoice Number, Merchant Vendor Number, miViewPoint Department, None, Quantity, Remittance Address 1, Remittance Address 2, Remittance City, Remittance Description, Remittance Name, Remittance State, Remittance Telephone, Remittance Zip, Separate Check Sequence, 1099 Type, Total Cost, Unit Price, and Vendor Number.*

At the least, you will need to have *Vendor Number, Invoice Number, Invoice Date, and GL Account* in your mapping.

#### Column Mapping

Column	Caselle Element
Vendor Number	Vendor_Number
Invoice No	Invoice_Number
Invoice Date	Invoice_Date
Payment Due Date	Due_Date
Merchant Number	Merchant_Vendor_Number
Description	Description
Total Cost	Total_Cost
GL Account No	GL_Account

**Illustration 6: Columns mapped with First Row Contains Headers checked**

7. If you are importing invoices to be routed through the miViewPoint AP workflow, you can check the **Import Into miViewPoint** check box. If you are importing into miViewPoint, you will need to specify a miViewPoint Department in your mapping or specify a **Department** from the drop-down that appears when the check box is checked.



The screenshot shows a form with a checked checkbox labeled "Import Into miViewPoint". Below it is a label "Department" followed by a drop-down menu. A mouse cursor is pointing at the checkbox.

**Illustration 7: Import Into miViewPoint check box**

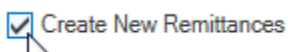
8. Check the **Accrual Basis?** check box if you would like to specify what GL posting period you would like the invoices to be posted. If you are posting on the accrual basis, you will need to specify a **GL Posting Period** from the drop-down that appears when the check box is checked.



The screenshot shows a form with a checked checkbox labeled "Accrual Basis?". Below it is a label "GL Posting Period" followed by a drop-down menu showing "03/16 (3/31/2016)". A mouse cursor is pointing at the checkbox.

**Illustration 8: Accrual Basis? check box**

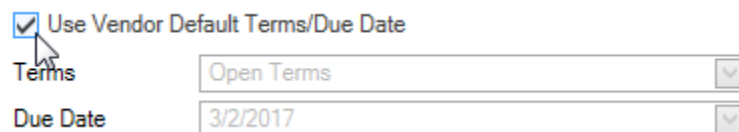
9. Check the **Create New Remittances** check box. Use this check box if you are sending payment to remittance addresses that do not exist for the vendor. In order to use this check box, your import would need to include the following fields: *Remittance Address 1, Remittance Address 2, Remittance City, Remittance Description, Remittance Name, Remittance State, and Remittance Zip.*



The screenshot shows a form with a checked checkbox labeled "Create New Remittances". A mouse cursor is pointing at the checkbox.

**Illustration 9: Create New Remittances check box**

10. Check the **Use Vendor Default Terms/Due Date** if you would like to use the vendor's default payment terms. If this check box is checked, the **Terms** and **Due Date** fields will become inactive.



The screenshot shows a form with a checked checkbox labeled "Use Vendor Default Terms/Due Date". Below it are two inactive fields: "Terms" with a value of "Open Terms" and "Due Date" with a value of "3/2/2017". A mouse cursor is pointing at the checkbox.

**Illustration 10: Use Vendor Default Terms/Due Date check box**

11. Specify the **Terms**.

Terms

**Illustration 11: Terms drop-down**

12. Specify the **Due Date**. If the due date is included in your import, any date specified here will be overwritten with the date in the import.

Due Date

**Illustration 12: Due Date field**

13. Specify the **Created Date** if you would like to use a different date than today's date.

Created Date

**Illustration 13: Created Date field**

14. Click the **Validate** button to validate the following:

- The Vendor Number is valid.
- The GL Account Number is valid.
- All dates are valid.
- At the least, the following fields have been mapped: *Vendor Number*, *Invoice Number*, *Invoice Date*, and *GL Account*.



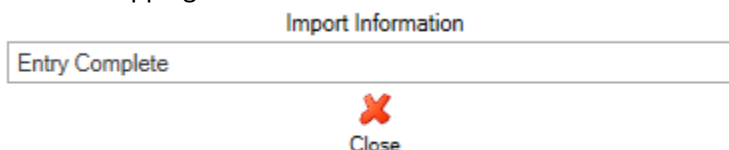
**Illustration 14: Validate button**

15. Click the **Import** button to import the invoices for payment.



**Illustration 15: Import button**

If the invoices were imported successfully, a message will appear below the column mapping.



**Illustration 16: Entry Complete**

## Importing Manual Checks

You have the ability to import manual checks into Accounts Payable. This is convenient when you have actual manual checks written or electronic payments to record. To import manual checks into Accounts Payable, follow these steps:

1. Highlight the range of cells on your spreadsheet that represent the manual checks that you would like to import.

	A	B	C	D	E	F	G	H
1	<b>MANUAL CHECKS</b>							
2								
3	<b>Vendor Number</b>	<b>Invoice No</b>	<b>Invoice Date</b>	<b>Check Number</b>	<b>Check Date</b>	<b>Description</b>	<b>Total Cost</b>	<b>GL Account No</b>
4	640	800	3/1/2015	500	3/5/2015	PVC Glue	17.05	51-81-255
5	640	801	3/1/2015	501	3/5/2015	System Maintenance	1,650.00	52-81-480
6	640	802	3/1/2015	502	3/5/2015	Fuel & Oil	156.32	10-54-255

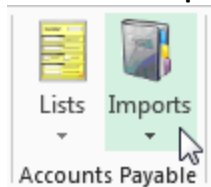
**Illustration 1: Highlighted manual checks for import**

2. Click on the **miExcel** ribbon at the top.



**Illustration 2: miExcel on Excel ribbon**

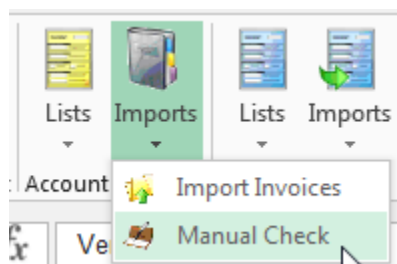
3. Click on the **Imports** drop-down button under the *Accounts Payable* section.



**Illustration 3: Imports button**

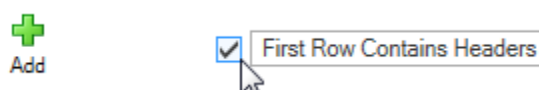
4. Select **Manual Check** (Note: If the **Manual Check** button is inactive, please see the last section [Enabling the Import Invoices or Manual Check Buttons](#)).

(See screen shot on next page)



**Illustration 4: Manual Check**

5. Click the **First Row Contains Headers** check box if your highlighted manual check import contains headers.



**Illustration 5: First Row Contain Headers check box**

6. You will need to map each column highlighted to the appropriate **Caselle Element** under the **Column Mapping** section. The following **Caselle Elements** are available: *Bank Number, Batch Number, Check Issue Date, Check Number, Comments, Description, Due Date, Extended Price, Freight, GL Account, GL Activity, Invoice Date, Invoice Number, Merchant Vendor Number, None, Quantity, Remittance Description, Separate Check Sequence, 1099 Type, Total Cost, Unit Price, and Vendor Number.*

At the least, you will need to have *Vendor Number, Invoice Number, Invoice Date, Check Number, Check Date, and GL Account* in your mapping.

#### Column Mapping

Column	Caselle Element
Vendor Number	Vendor_Number
Invoice No	Invoice_Number
Invoice Date	Invoice_Date
Check Number	None
Check Date	Check_Issue_Date
Description	Description
Total Cost	Total_Cost
GL Account No	GL_Account

**Illustration 6: Columns mapped with First Row Contains Headers checked**

7. Specify a **GL Posting Period** from the drop-down.

GL Posting Period 03/15 (3/31/2015) 

**Illustration 7: GL Posting Period field**

8. Specify the **Created Date** if you would like to use a different date than today's date.

Created Date 3/2/2017 

**Illustration 8: Created Date field**

9. Click the **Validate** button to validate the following:
- The Vendor Number is valid.
  - The GL Account Number is valid.
  - All dates are valid.
  - At the least, the following fields have been mapped: *Vendor Number, Invoice Number, Invoice Date, Check Number, Check Date, and GL Account*



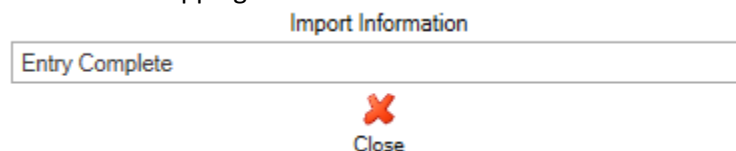
**Illustration 9: Validate button**

10. Click the **Import** button to import the invoices for payment.



**Illustration 10: Import button**

If the manual checks were imported successfully, a message will appear below the column mapping.



**Illustration 11: Entry Complete**

## Saving an Import Definition

Instead of specifying the invoice or manual check import definition each time, a definition can be saved to expedite the import process. This is especially useful when the format of your import rarely changes. To save an import definition, follow these steps:

1. Highlight the range of cells on your spreadsheet that represent the import definition that you would like to save.

	A	B	C	D	E	F	G	H
1	<b>IMPORT INVOICES</b>							
2								
3	<b>Vendor Number</b>	<b>Invoice No</b>	<b>Invoice Date</b>	<b>Payment Due Date</b>	<b>Merchant Number</b>	<b>Description</b>	<b>Total Cost</b>	<b>GL Account No</b>
4	640	99040400	3/1/2015	3/20/2015	100	PVC Glue	17.05	51-81-250
5	640	9906890	3/1/2015	3/20/2015	160	System Maintenance	1,650.00	52-81-480
6	640	99006000	3/1/2015	3/20/2015	250	Fuel & Oil	156.32	10-54-255

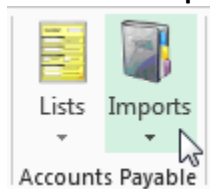
**Illustration 1: Highlighted invoices for import**

2. Click on the **miExcel** ribbon at the top.



**Illustration 2: miExcel on Excel ribbon**

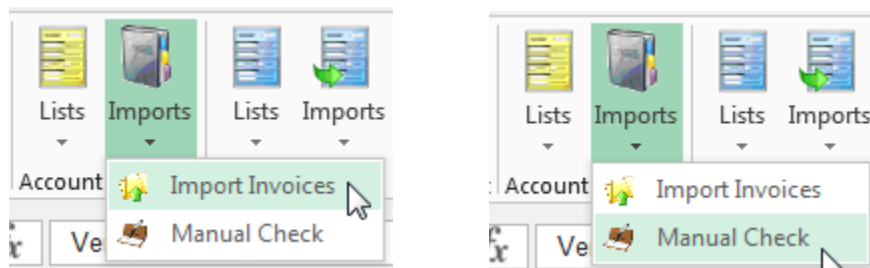
3. Click on the **Imports** drop-down button under the *Accounts Payable* section.



**Illustration 3: Imports button**

4. Select **Import Invoices** or **Manual Check** (Note: If the **Import Invoices** or **Manual Check** button is inactive, please see the last section [Enabling the Import Invoices or Manual Check Button](#)).

(See screen shot on next page)



**Illustration 4: Import Invoices and Manual Check**

5. Click the green **Add** button at the top.



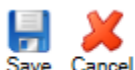
**Illustration 5: Add definition button**

6. Type a definition name into the **Import Definition Name** field.



**Illustration 6: Import Definition Name**

7. Click the **Save** button to save the definition name or the **Cancel** button to cancel.



**Illustration 7: Save and Cancel definition button**

7. Click the **First Row Contains Headers** check box if your highlighted journal entry contains headers.



**Illustration 8: First Row Contains Headers check box**

8. You will need to map each column highlighted to the appropriate **Caselle Element** under the **Column Mapping** section. See the [Importing Invoices](#) or [Importing Manual Checks](#) sections for further guidance on mapping.

*(See screen shot on next page)*

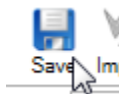


**Column Mapping**

Column	Caselle Element	
Vendor Number	Vendor_Number	
Invoice No	Invoice_Number	
Invoice Date	Invoice_Date	
Payment Due Date	Due_Date	
Merchant Number	Merchant_Vendor_Number	
Description	Description	
Total Cost	Total_Cost	
GL Account No	GL_Account	

**Illustration 9: Columns mapped with First Row Contains Headers checked**

9. Specify any other options below the **Column Mapping**. For further information on these options, see the [Importing Invoices](#) or [Importing Manual Checks](#) sections.
10. When finished, click the **Save** button at the bottom of the screen to save the definition.

**Illustration 10: Save definition layout button**

11. Repeat these steps to save another import definition.

## Using a Saved Definition

To use one of the definitions setup in the previous section, follow these steps.

1. Highlight the range of cells on your spreadsheet that represent the invoices that you would like to import.

	A	B	C	D	E	F	G	H
1	<b>IMPORT INVOICES</b>							
2								
3	<b>Vendor Number</b>	<b>Invoice No</b>	<b>Invoice Date</b>	<b>Payment Due Date</b>	<b>Merchant Number</b>	<b>Description</b>	<b>Total Cost</b>	<b>GL Account No</b>
4	640	99040400	3/1/2015	3/20/2015	100	PVC Glue	17.05	51-81-250
5	640	9906890	3/1/2015	3/20/2015	160	System Maintenance	1,650.00	52-81-480
6	640	99006000	3/1/2015	3/20/2015	250	Fuel & Oil	156.32	10-54-255

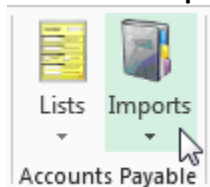
**Illustration 1: Highlighted invoices for import**

2. Click on the **miExcel** ribbon at the top.



**Illustration 2: miExcel on Excel ribbon**

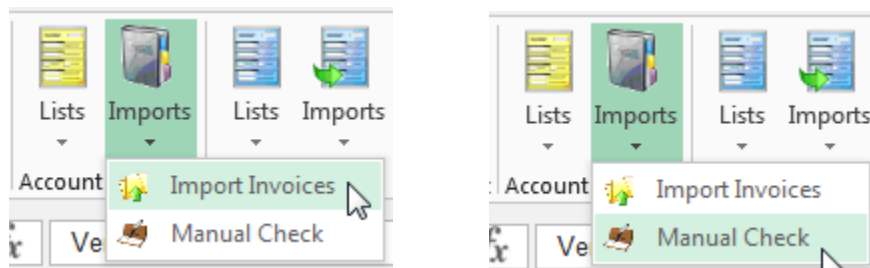
3. Click on the **Imports** drop-down button under the *Accounts Payable* section.



**Illustration 3: Imports button**

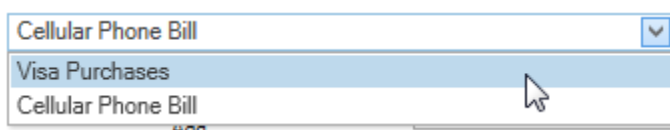
4. Select **Import Invoices** or **Manual Check** (**Note:** If the **Import Invoices** or **Manual Check** button is inactive, please see the last section [Enabling the Import Invoices or Manual Check Button](#)).

(See screen shot on next page)



**Illustration 4: Import Invoices and Manual Check**

5. Select the definition name from the drop-down list at the top.



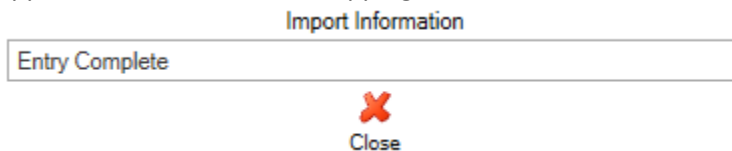
**Illustration 5: Select Import Definition**

6. Verify the **Column Mapping** is accurate and that the **First Row Contains Headers** check box is checked, if necessary.
7. In addition, verify all other options below the **Column Mapping** are accurate.
8. Click the **Import** button to import the invoices or manual checks.



**Illustration 6: Import button**

If the invoices or manual checks were imported successfully, a message will appear below the column mapping.



**Illustration 7: Entry Complete**

---

## Utilizing Auto Map

The **Auto Map** button can be utilized to quickly perform your **Column Mapping**.



**Illustration 1: Auto Map button**

For example, setup an invoice import with column headers that are the same as the **Caselle Elements** labeled in the drop-down list. The following are the **Caselle Elements**:

- Bank Number
- Batch Number
- Check Number
- Check Date
- Comments
- Description
- Due Date
- Extended Price
- Freight
- GL Account
- GL Activity
- Invoice Date
- Invoice Number
- Merchant Vendor Number
- miViewPoint Department
- Quantity
- Remittance Address1
- Remittance Address2
- Remittance City
- Remittance Description
- Remittance Name
- Remittance State
- Remittance Zip
- Separate Check Sequence
- Ten Ninety Nine Type
- Total Cost
- Unit Price
- Vendor Number

Once you have your column headers in your import labeled exactly as they appear above, follow these steps to perform the **Auto Map**.

1. Highlight the range of cells on your spreadsheet that represent the import.

	A	B	C	D	E	F	G	H
1	<b>IMPORT INVOICES</b>							
2								
3	<b>Vendor Number</b>	<b>Invoice No</b>	<b>Invoice Date</b>	<b>Payment Due Date</b>	<b>Merchant Number</b>	<b>Description</b>	<b>Total Cost</b>	<b>GL Account No</b>
4	640	99040400	3/1/2015	3/20/2015	100	PVC Glue	17.05	51-81-250
5	640	9906890	3/1/2015	3/20/2015	160	System Maintenance	1,650.00	52-81-480
6	640	99006000	3/1/2015	3/20/2015	250	Fuel & Oil	156.32	10-54-255

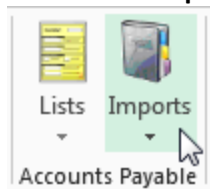
**Illustration 2: Highlighted journal entry cells for import**

2. Click on the **miExcel** ribbon at the top.



**Illustration 3: miExcel on Excel ribbon**

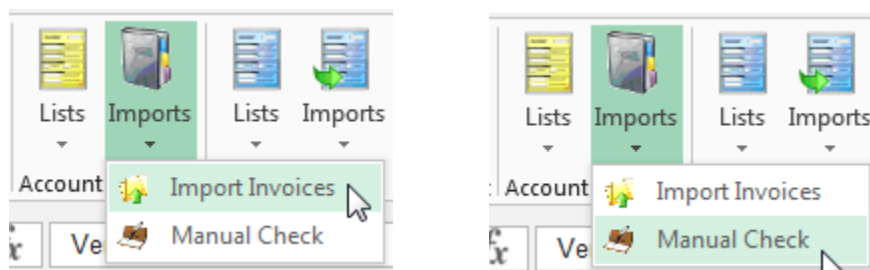
3. Click on the **Imports** drop-down button under the *Accounts Payable* section.



**Illustration 4: Imports button**

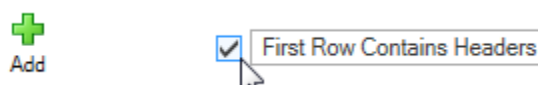
4. Select **Import Invoices** or **Manual Check** (Note: If the **Import Invoices** or **Manual Check** button is inactive, please see the last section [Enabling the Import Invoices or Manual Check Button](#)).

(See screen shot on next page)



**Illustration 5: Import Invoices and Manual Check**

5. Click the **First Row Contains Headers** check box if your highlighted import contains headers.



**Illustration 6: First Row Contains Headers check box**

6. Click the **Auto Map** button at the bottom. If your column headers were labeled exactly as the **Caselle Element**, the elements will be mapped automatically. Verify that the mapping was correct.

**Please note:** The **Auto Map** button will be inactive if the **First Row Contains Headers** check box is unchecked.



**Illustration 7: Auto Map button**

7. Specify all options under the **Column Mapping** section as appropriate.
8. Click the **Validate** button to validate the import.



**Illustration 8: Validate button**

9. Click the **Import** button to import the invoices or manual checks.



**Illustration 9: Import button**

## ***Enabling the Import Invoices or Manual Check Button***

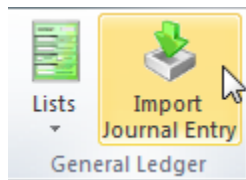
The **Import Invoices** and **Manual Check** button is only active if the user has access to **Enter Invoices** and/or **Enter Manual Checks** in **Caselle Accounts Payable**. If the user has access to these menu items and the button is still inactive, the user's network ID is missing in **Caselle**. The network ID needs to be specified on the user within **Caselle** so that miExcel can verify that the person trying to do the import has the proper rights to do so. To specify the network ID, follow these steps:

1. Log into **Caselle**.
2. Select **System Management | Security**.
3. Select **Setup/Modify User Rights** under **Tasks**.
4. Type in or search for the appropriate **User ID**.
5. In the **Network user ID** field, specify the username that is utilized to login to the network.
6. Click **Close**.
7. Launch **Excel**.
8. Click on the **miExcel** ribbon at the top.



**Illustration 1: miExcel on Excel ribbon**

9. Verify the **Import Invoices** and/or **Manual Check** buttons are active for the user.



**Illustration 2: Import Journal Entry**