

OFFICE OF ACCOUNTS & CONTROL

CENTRALIZED BATCH IMPORT PROCESS

Microsoft Access Main Menu - Microsoft Access

Home Create External Data Database Tools

Clipboard Filter Sort & Filter Records Find Window

Batch Import Main Menu v.8/2007

Add Form	Delete Form	Enter Bill To / Authorizing Agency Information
Voucher Date: <input type="text"/> Voucher Number: <input type="text"/>	Delete All Vouchers Older Than A Specified Date	Enter Payee Information
Edit Form	Copy Voucher Form	Reset Beginning Voucher Number
Edit Batch#, Voucher# or Date on existing voucher		Edit Cost Center List

Voucher Submittal: Voucher Date: Voucher Number:

Print Summary Report	Print Summary Report - with Sub-Totals	Print Invoice Voucher	Print Remittance Notice	Export Data To C:\SundryExport
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Exit Batch Import System

Revised 05/01/2014

Centralized Batch Import Process

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Centralized Batch Import Process

Overview

This document contains instructions for the Centralized Batch Import Process. This process consists of the 3 procedures described below.

Creation of Batch File

The batch file is created using the Batch Import database developed in Microsoft Access. Users will enter the invoice data, including payee and accounting information into the database. The database will generate a text file exported to the user's PC, which will then need to be transferred via FTP (File Transfer Protocol) to a server for validation by the Oracle RIFANS system. The database also allows the user to generate several reports, including remittance slips and summary reports containing the payment detail for each payee.

Creation of Zero Dollar Invoice

The zero-dollar invoice will be generated electronically after the file is FTP'd and passes all validations in Oracle.

Transfer of Batch File Via FTP

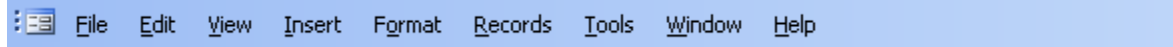
The text file exported from the Batch Import database must be transferred via secure FTP from your PC to the RIFANS server. Once the file has been transferred it will be imported into the Oracle RIFANS system for validation. If the file passes the validation process it will be linked to the zero dollar invoice. If the file does not pass the validation process you will be contacted by the Office of Accounts Payable with an error message.

Centralized Batch Import Process

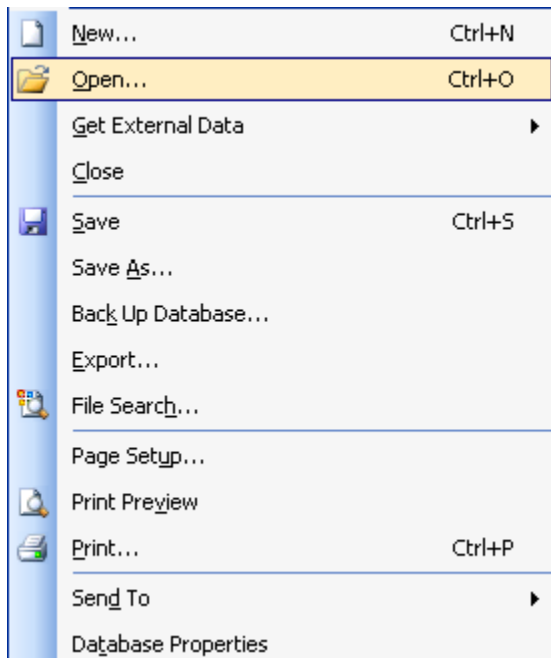
I. Creation of Batch File: Opening the Database

A. To Open the Batch Import Database:

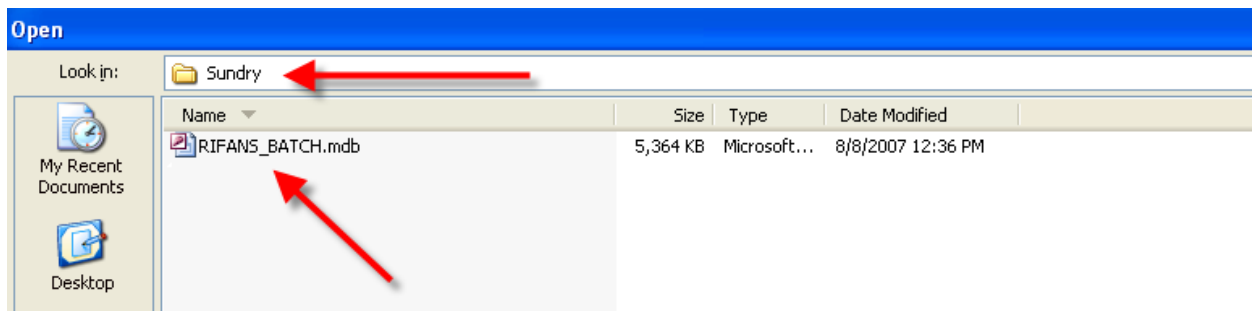
Begin by opening Microsoft Access and selecting File from the menu bar located at the top of the Access screen.



1. The menu below will appear. Select Open from the menu.

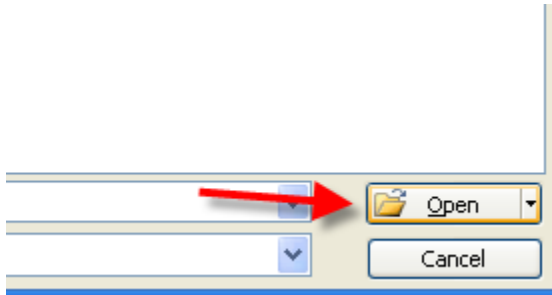


2. A pop-up box will appear. Select C:\SUNDRY\RIFANS_BATCH.mdb as the file to open.



















Centralized Batch Import Process

- Click on the Open button located on the bottom of the window as shown below.



- The Main Menu shown below will appear.

Batch Import Main Menu			v.8/2007
 Add Form	 Delete Form	 Enter Bill To / Authorizing Agency Information	
Voucher Date: <input type="text"/> Voucher Number: <input type="text"/>	 Delete All Vouchers Older Than A Specified Date	 Enter Payee Information	
 Edit Form	 Copy Voucher Form	 Reset Beginning Voucher Number	
 Edit Batch#, Voucher# or Date on existing voucher		 Edit Cost Center List	
Voucher Submittal: Voucher Date: <input type="text"/> Voucher Number: <input type="text"/>			
 Print Summary Report	 Print Summary Report - with Sub-Totals	 Print Invoice Voucher	
	 Print Remittance Notice	 Export Data To C:\SundryExport	
 Exit Batch Import System			

Centralized Batch Import Process

B. Creation of Batch File: Initial Setup of Batch Import Database

The following steps must be performed before the first invoice is created in the Batch Import Database.

Enter in the Bill To/Authorizing Agency Information:

1. From the Main Menu, click on the 'Enter Bill To/Authorizing Agency Information' button.

The screenshot shows the 'Batch Import Main Menu' in Microsoft Access. The interface includes a menu bar (File, Edit, View, Insert, Format, Records, Tools, Window, Help) and a toolbar. The main menu area contains several buttons and input fields:

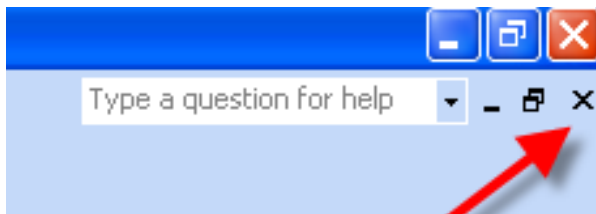
- Buttons:** Add Form, Delete Form, Enter Bill To / Authorizing Agency Information (highlighted with a red arrow), Enter Payee Information, Edit Form, Copy Voucher Form, Reset Beginning Voucher Number, Edit Batch#, Voucher# or Date on existing voucher, Edit Cost Center List, Print Summary Report, Print Summary Report - with Sub-Totals, Print Invoice Voucher, Print Remittance Notice, Export Data To C:\SundryExport, and Exit Batch Import System.
- Input Fields:** Voucher Date (8/8/2007) and Voucher Number (0000001).

Centralized Batch Import Process

2. The Bill To information Form shown below will appear. Enter in the information for your agency, using the TAB button to navigate through the form. The information that is entered in the Bill To address fields will be on Invoice Voucher that is sent to the Office of Accounts Payable. Please make sure the person in the Attn. to field is the contact for this batch if there are any problems or errors. See below example Jane Smith.
3. The Authorizing Agency Form (This step is optional). Enter in the information for your agency, using the TAB button to navigate through the form. The information that is entered in these fields will be printed on the remittance notice. See below example John Smith.

Batch Import	
Bill To / Authorizing Agency Information Form	
Bill To Address	Attn. To JANE SMITH 222-2222
Company or Agency Name	DEPARTMENT OF ADMINISTRATION
Address	ONE CAPITOL HILL
	4TH FLOOR
City	PROVIDENCE
State	RI
Zip	02908
Authorizing Agency	Name JOHN SMITH
	Agency Number 068
	Agency Name DEPARTMENT OF ADMINISTRATION
	Address ONE CAPITOL HILL
	4TH FLOOR
	City PROVIDENCE
	State RI
	Zip 02908

4. When the form is complete, click on the X button shown below located in the top right corner of the form to close the form.



Centralized Batch Import Process

Adding Payees into the Payee Information Form

(This step is optional)

Entering payees into this form allows you to store the names and addresses of payees who will be paid more than once through the Batch Import process. Once the information is entered into this form for a payee, it can be retrieved through a drop-down list in the voucher entry form instead of being entered manually each time a payment is entered into the Batch Import database.

To add payees to the Payee Information Form perform the following steps:

1. From the Main Menu shown below, click on the button labeled 'Enter Payee Information'.

Microsoft Access - [Main Menu]

File Edit View Insert Format Records Tools Window Help

Command22

Batch Import Main Menu v.8/2007

Add Form Delete Form Enter Bill To / Authorizing Agency Information

Voucher Date: 8/8/2007
Voucher Number: 0000001

Delete All Vouchers Older Than A Specified Date Enter Payee Information

Edit Form Copy Voucher Form Reset Beginning Voucher Number

Edit Batch#, Voucher# or Date on existing voucher Edit Cost Center List

Voucher Submittal: Voucher Date: 8/8/2007 Voucher Number: 0000001

Print Summary Report Print Summary Report - with Sub-Totals Print Invoice Voucher Print Remittance Notice Export Data To C:\SundryExport

Exit Batch Import System

Centralized Batch Import Process

The form below will appear.

2. Enter the information for each payee, using the tab key to navigate through the form. Pressing the tab key in the last field on the form will bring up a blank form allowing you to add an additional payee.

Use the RIFANS vendor number as well as the Vendor Add Group to specify a vendor site location. You should run the RI Supplier Locations report in Oracle to search for the correct site numbers. The instructions are located in CFO memo CFO-08-17 on the controller's website. <http://controller.admin.ri.gov/Communications/CFO.php>

Microsoft Access - [Payee Names Form]

File Edit View Insert Format Records Tools Window Help

Batch Import
Payee Information Form

Vendor Number:

Vendor Add Group:

Vendor Name:

Address 1:

Address 2:

Address 3:

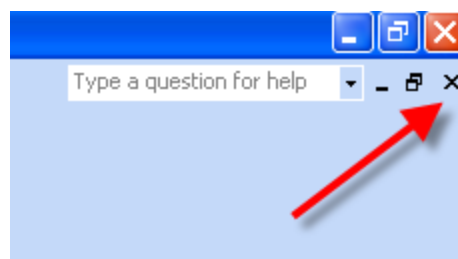
City:

State:

ZipCode: -

This is the supplier site.

3. Once you have finished entering in all of the payees, close the form by clicking on the X button shown below located in the top right corner of the form.



Centralized Batch Import Process

Initializing the sequential voucher number that is assigned to each batch entered into the database (This step is optional)

If unchanged, the number assigned to the first voucher you create will be '1', and will subsequently increment by 1 for each new voucher entered into the database. The voucher number is for internal use at the agency level and is not used by the RIFANS system or the Office of Accounts and Control.

If you would like to begin with a number other than 1, perform the following steps:

1. From the Main Menu shown below, click on the button labeled 'Reset Beginning Voucher Number'.

The screenshot shows the Microsoft Access application window titled "Microsoft Access - [Main Menu]". The window contains a "Batch Import Main Menu" form with a version number "v.8/2007" in the top right corner. The form is organized into several sections:

- Top Section:** Contains buttons for "Add Form", "Delete Form", and "Enter Bill To / Authorizing Agency Information".
- Input Fields:** Below the top section are input fields for "Voucher Date:" (containing "8/8/2007") and "Voucher Number:" (containing "0000001").
- Second Row of Buttons:** Contains buttons for "Edit Form", "Delete All Vouchers Older Than A Specified Date", "Copy Voucher Form", and "Reset Beginning Voucher Number". A red arrow points to the "Reset Beginning Voucher Number" button.
- Third Row of Buttons:** Contains buttons for "Edit Batch#, Voucher# or Date on existing voucher" and "Edit Cost Center List".
- Bottom Section:** Contains a "Voucher Submittal:" label and two input fields for "Voucher Date:" (containing "8/8/2007") and "Voucher Number:" (containing "0000001"). Below these are buttons for "Print Summary Report", "Print Summary Report - with Sub-Totals", "Print Invoice Voucher", "Print Remittance Notice", "Export Data To C:\SundryExport", and "Exit Batch Import System".

Centralized Batch Import Process

The form below will appear.

2. Enter in a number that is 1 less than the voucher number you would like to begin using.

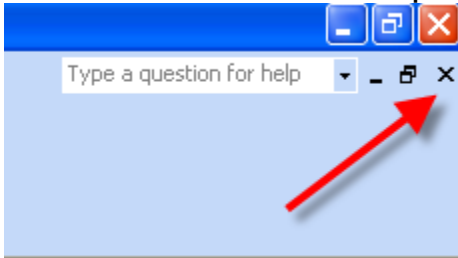
For example: if you would like your voucher number to start as 1000, then you would enter 999 in the box shown below

Batch Import
Reset Voucher Number Form

Last Voucher No:

(Note: The voucher number you enter above should be 1 less than the voucher number you would like to reset to. Example: If you enter a zero in the box above, your next voucher number will be "0000001".)

3. Close the form by clicking on the X button shown below located in the top right corner of the form.

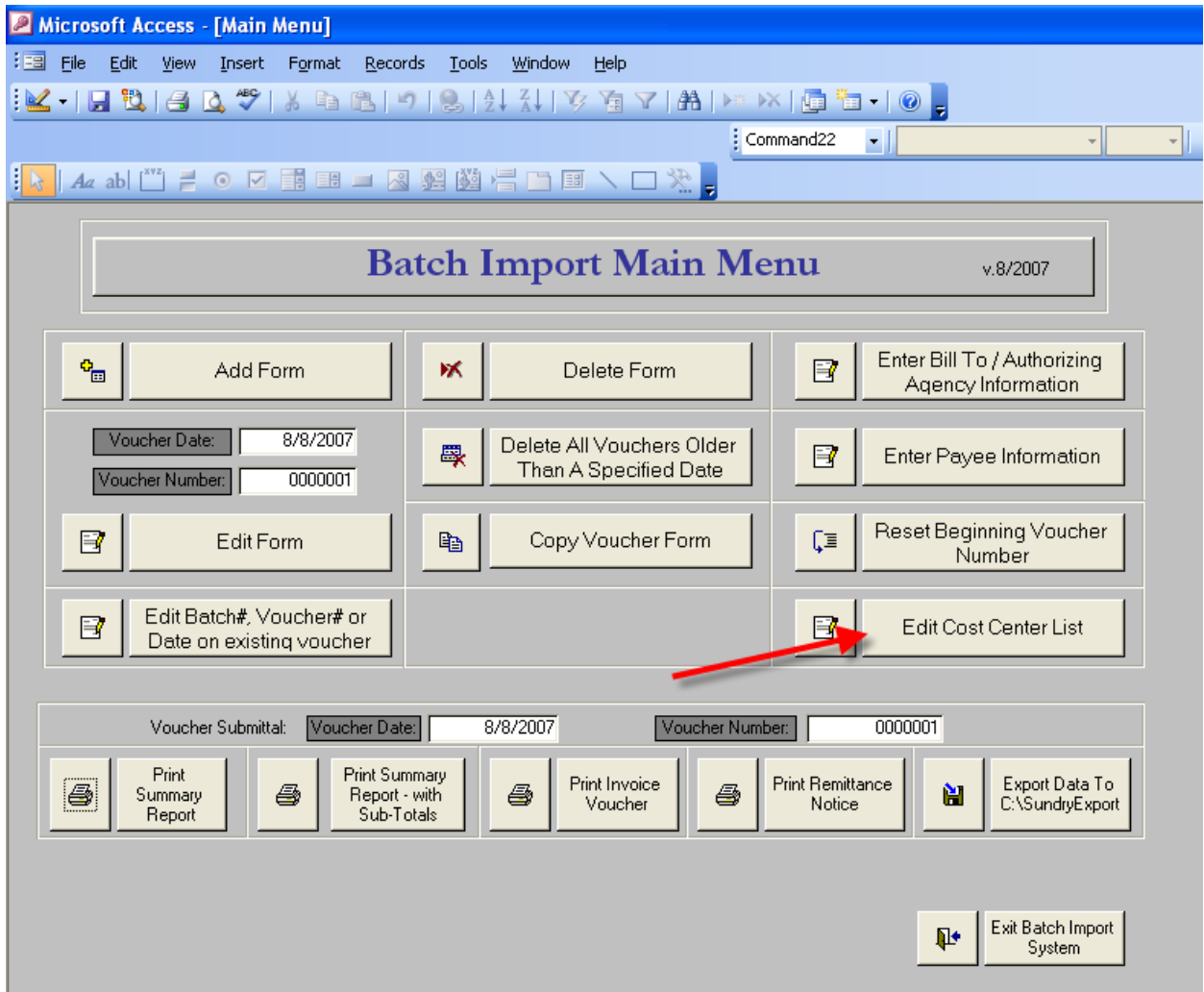


Centralized Batch Import Process

Setting up cost centers in the database (This step is optional)

Use this to select cost centers from a drop-down menu instead of typing them in for each payment. This form allows you to store them for future use.

1. To open the form, click on the button on the Main Menu shown below labeled 'Edit Cost Center List'.



Microsoft Access - [Main Menu]

File Edit View Insert Format Records Tools Window Help

Command22

Batch Import Main Menu v.8/2007

Add Form Delete Form Enter Bill To / Authorizing Agency Information

Voucher Date: 8/8/2007
Voucher Number: 0000001

Edit Form Delete All Vouchers Older Than A Specified Date Enter Payee Information

Copy Voucher Form Reset Beginning Voucher Number

Edit Batch#, Voucher# or Date on existing voucher Edit Cost Center List

Voucher Submittal: Voucher Date: 8/8/2007 Voucher Number: 0000001

Print Summary Report Print Summary Report - with Sub-Totals Print Invoice Voucher Print Remittance Notice Export Data To C:\SundryExport

Exit Batch Import System

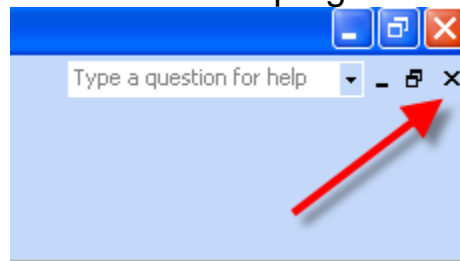
Centralized Batch Import Process

The form shown below will appear.

2. The first line contains the default cost center. To begin adding cost centers, click on the line below the default line. Enter the cost centers and descriptions you would like to store, using the tab key to advance through the form. Make sure your cost center is in the correct format or the batch will not validate.

	CostCenter	Desc
▶	00.0000000000	No Cost Center
*		

3. Close the form by clicking on the X button shown below located in the top right corner of the form.



Centralized Batch Import Process

C. Creation of Batch File: Creating a New Voucher

To create a new voucher in the Batch Import database perform the following steps:

1. From the Main Menu shown below, click on the button labeled 'Add Form'.

Microsoft Access - [Main Menu]

File Edit View Insert Format Records Tools Window Help

Command22

Batch Import Main Menu v.8/2007

Add Form	Delete Form	Enter Bill To / Authorizing Agency Information
Voucher Date: 8/8/2007 Voucher Number: 0000001	Delete All Vouchers Older Than A Specified Date	Enter Payee Information
Edit Form	Copy Voucher Form	Reset Beginning Voucher Number
Edit Batch#, Voucher# or Date on existing voucher		Edit Cost Center List

Voucher Submittal: Voucher Date: 8/8/2007 Voucher Number: 0000001

Print Summary Report	Print Summary Report - with Sub-Totals	Print Invoice Voucher	Print Remittance Notice	Export Data To C:\SundryExport
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Exit Batch Import System

Centralized Batch Import Process

The form shown below will appear.

Batch Import - Voucher Add Form

[This comment will appear on all check stubs.]

Date (mm/dd/yy): 8/10/2007 Batch Num: Voucher Num: 0000001 Common Check Comment:

Voucher Comment:

Common User Notes:

Remittance Amounts

Total Amount: Total Count: 0

Select a Payee from list box on the left of each line below to populate Payee Information for each record.
If the Payee is not in the list, leave that box empty & enter in all of the payee information beginning with the Vendor Number.

Select Payee	Vendor Number	Vendor Address Group	Payee Name	Address 1	Address 2	Address 3	City
▼	0						▼

2. To begin, you may enter a value in the date field, or leave the default value of the current date. Press the tab key to advance to the next field.
3. Enter in the batch number assigned to you and press the tab key to advance to the next field.

The voucher number will automatically populate with the next available sequence number. This field may be overwritten. Note: The voucher number is for internal use at the agency level and is not used by the RIFANS system or the Office of Accounts Payable.

4. The next field is the "Common Check Comment". This comment will appear on all check stubs processed for this voucher (i.e. March Mileage Reimbursements). If you would like a unique comment to appear on each check stub, you must leave the Common Check Comment field empty, and enter unique comment values (see page 19 for instructions). Press the Tab key to advance to the next field.

Centralized Batch Import Process

5. The Voucher Comment will appear as the description on the Invoice Voucher hard copy that must be printed and sent to the Office of Accounts Payable. Enter a brief description of the types of payments being processed. (i.e. utility payments, instate travel or tuition reimbursements). Press the Tab key to advance to the next field.
6. The next field is the Common User Notes (this step is optional). This comment will appear on all remittance notices printed for this voucher. The remittance notice(s) can be printed down from the Main Menu. This field is typically used for your own record keeping. If you would like a unique comment on each remittance notice, you may leave the Common User Notes field empty and enter unique comment values for each remittance notice in the Unique User Notes field in the lower half of the Add Form.
7. Your cursor should now be in the Vendor Number field in the “Remittance Amounts” area of the Add Form as shown below.

Microsoft Access - [frmVoucher]

File Edit View Insert Format Records Tools Window Help

Batch Import - Voucher Add Form

Date (mm/dd/yy): 8/10/2007 Batch Num: 00102 Voucher Num: 0000001 (This comment will appear on all check stubs.) Common Check Comment:

Voucher Comment:

Common User Notes:

Remittance Amounts

Total Amount: Total Count: 0

Select a Payee from list box on the left of each line below to populate Payee Information for each record.
If the Payee is not in the list, leave that box empty & enter in all of the payee information beginning with the Vendor Number.

Select Payee	Vendor Number	Address Group	Payee Name	Address 1	Address 2	Address 3	City
	0						

8. Enter the payee information and press the Tab key to navigate through the form.

Or,

Select the payee from the 'Select Payee' drop-down list located to the left of the vendor number as shown below.

Centralized Batch Import Process

Batch Import - Voucher Add Form

(This comment will appear on all check stubs.)

Date (mm/dd/yy): 8/24/2007 Batch Num: Voucher Num: 0000000 Common Check Comment:

Voucher Comment:

Common User Notes:

Remittance Amounts

Total Amount: Total Count: 0

Select a Payee from list box on the left of each line below to populate Payee Information for each record.
If the Payee is not in the list, leave that box empty & enter in all of the payee information beginning with the Vendor Number.

Select Payee	Vendor Number	Vendor Address Group	Payee Name	Address 1	Address 2	Address 3	City
▼	0						▼
VendorName	Address1	Address2	City	State	Zip1	VendorN	VendorAddGroup
Jane Johnson	310 Maple Dr		Warwick	ri	02804	350	0
John Smith	100 Oak Street		Providence	ri	02908	900	0
Mary Brown	200 Main St		Warren	ri	02802	800	0

If a payee is selected from the drop-down list the following fields will be populated:

Vendor Number – *You must use the RIFANS vendor number*

Vendor Address Group

Payee Name

Address1

Address2

Address3, City, State and Zip Code

If you do not select a payee from the drop-down list the payee information will need to be entered in the form.

The following fields may be used to enter payee information:

Vendor Number - *You must use the RIFANS vendor number*

Vendor Address Group (not required if only one site in RIFANS)

Vendor Address Group should be used to specify the vendor address if the vendor has more than one site/address stored in RIFANS; if the vendor only has one address it is not necessary to enter a value in this field. It can be left at zero.

Payee Name

Address1

Address2 (not required)

Address3 (not required)

City, State and Zip Code

Centralized Batch Import Process

9. The next field is the 'Attention To' field. This field is not required. It will appear on the printed copy of the Invoice Voucher that is generated from the Batch Import database.
10. The next field to be entered is the Amount field. This is the amount of the check to be paid to the Payee. Use the Tab key to advance to the next field.
11. Enter the Fund Agency (5 characters: format XX.XXX)
12. Enter line Sequence Source (9 characters: format XXXXXXXX.XX),
13. Enter Natural Account (6 characters: format XXXXXX)
14. Enter Project (5 characters: format XXXXX)

Note: If a payment to a payee is required to be split between multiple accounts, then the payee should be entered one time for each account, with the amount split between each account.

In the example shown below, Mary Johnston is shown on 3 lines, with 3 different accounts with an amount of \$1000 on each line. She will receive a total payment of \$3000.

Microsoft Access - [frmVoucher]

File Edit View Insert Format Records Tools Window Help

Type a question for help

Batch Import - Voucher Add Form

(This comment will appear on all check stubs.)

Date (mm/dd/yy): 8/14/2007 Batch Num: 00100 Voucher Num: 000003 Common Check Comment: July Payment

Voucher Comment: July 2007 Payment

Common User Notes: 7/1/2007-7/31/2007 payment

Remittance Amounts

Total Amount: \$3,000.00 Total Count: 3

box on the left of each line below to populate Payee Information for each record.
If that box empty & enter in all of the payee information beginning with the Vendor Number.

Payee Name	Address 1	Address 2	Address 3	City	State	Zip Code	Attention To	Amount	Fund/ Agency Ex:00.000	Line/Seq/ Source Ex:00000000.00	Natural Account Ex:000000	Project Ex:00000
▶ Mary Johnston	100 Oak Street			Providence	RI	02908		\$1,000.00	10.068	1830101.01	659300	00000
▶ Mary Johnston	100 Oak Street			Providence	RI	02908		\$1,000.00	10.068	1800100.00	636200	00000
▶ Mary Johnston	100 Oak Street			Providence	RI	02908		\$1,000.00	10.068	1850101.01	610000	00000

Centralized Batch Import Process

15. The Fiscal Year will be populated automatically when the cursor is moved to that field. You may use the default value or overwrite it. Press the Tab key to advance to the next field.

The screenshot shows the 'Batch Import - Voucher Add Form' in Microsoft Access. The form includes the following fields and sections:

- Date (mm/dd/yyyy):** 8/14/2007
- Batch Num:** 00100
- Voucher Num:** 0000003
- Common Check Comment:** July Payment
- Voucher Comment:** July 2007 Payment
- Common User Notes:** 7/1/2007 - 7/31/2007 Payment
- Remittance Amounts:**
 - Total Amount:** \$2,000.00
 - Total Count:** 3
- Table:** A table with columns: Fiscal Year, Cost Center, Class, Class Item, Unique Check Comment, Unique User Notes, and Add To Payee Table. The table contains four rows of data, all with default values (08, 00.0000000000, 000, 00).

16. Enter the Cost Center. You may leave this as the default of all zeroes or enter in a new value. If you set up a Cost Center list from the Main Menu, you will be able to select from the dropdown menu. Make sure the cost center is in the correct format.
17. The Class and Class Item fields allow you to enter the NIGP (National Institute Government Purchasing) codes. They are not required and may be left as the default of all zeroes.
18. The Unique Check Comment field allows you to enter data specifically related to that payment this comment will print on the check stub. This field is 14 characters long and is typically used for the supplier invoice number. This is the preferred comment for utility payments (you would put the invoice number and account number or any other information useful to the supplier so the payment is recorded properly).

Centralized Batch Import Process

19. The Unique User Notes field Notes (this step is optional), which is 150 characters long, allows you to enter data in more detail and will print out on the remittance notice. The remittance notice(s) can be printed down from the Main Menu. This field is typically used for your own record keeping.
20. The final field on the 'Add Form' is the Add To Payee Table checkbox shown below. A checkmark placed in this box will cause the payee information listed on that line to be stored in the Payee Information table, allowing that payee to be displayed in the payee dropdown list for future vouchers.

Batch Import - Voucher Add Form

(This comment will appear on all check stubs.)

Date (mm/dd/yyyy): 8/14/2007 Batch Num: 00100 Voucher Num: 0000003 Common Check Comment: July Payment


Voucher Comment: July 2007 Payment

Common User Notes: 7/1/2007 - 7/31/2007 Payment

Remittance Amounts

Total Amount: \$2,000.00 Total Count: 3

Fiscal Year	Cost Center	Class	Class Item	Unique Check Comment	Unique User Notes	Add To Payee Table
08	00.0000000000	000	00			<input checked="" type="checkbox"/>
	00.0000000000	000	00			<input checked="" type="checkbox"/>
	00.0000000000	000	00			<input checked="" type="checkbox"/>



The total amount and total number of records for the voucher are displayed above the remittance amounts as shown below.

Remittance Amounts

Total Amount: \$2,000.00 Total Count: 3

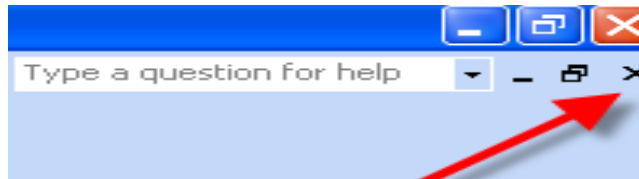
Select a Vendor from list box on the left of each line below to populate Payee Information for each record.
If the Payee is not in the list, leave that box empty & enter in all of the payee information beginning with the SSNO\FEIN.

Select Payee	SSNO/FEIN	Vendor Number	Vendor Address Group	Payee Name	Address 1	Address 2	Address 3
▼	999999999	51515	0	Mary Johnston	100 OAK STREET		
▼	999999999	51515	0	Mary Johnston	100 OAK STREET		
▼	999999999	51515	0	Mary Johnston	100 OAK STREET		
*			0				

Record: 1 of 3

Centralized Batch Import Process

21. Once you have finished entering in all of the payees and payment information, close the form by clicking on the X button shown below located in the top right corner of the form.



Centralized Batch Import Process

D. *Printing a New Voucher & Creating Text File*

The final steps for creating a new voucher are printing the voucher and summary report and exporting the data file to your PC.

1. On the Main Menu shown below, enter in the Voucher Date and Voucher Number.

Batch Import Main Menu v.8/2007

Buttons: Add Form, Delete Form, Enter Bill To / Authorizing Agency Information, Edit Form, Delete All Vouchers Older Than A Specified Date, Enter Payee Information, Copy Voucher Form, Reset Beginning Voucher Number, Edit Batch#, Voucher# or Date on existing voucher, Edit Cost Center List

Voucher Date: 8/14/2007
Voucher Number: 0000003

Buttons: Print Summary Report, Print Summary Report - with Sub-Totals, Print Invoice Voucher, Print Remittance Notice, Export Data To C:\SundryExport

Exit Batch Import System

2. Click on the buttons located below the Voucher Date and Voucher Number to print the reports. The Invoice Voucher and the Summary Report must be printed and sent to the Office of Accounts Payable along with the invoices being paid in that batch.
3. Export the data file to your PC. Click on the button labeled “Export to C:\SundryExport”. You will get a message that says, “The export process is complete.” The export file is located in C:\sundryexport.” Click the OK button.

This will save the data file for your voucher to C:\sundryexport. The file name will be your agency number, fiscal year, batch number and invoice date with an extension of “.txt”. Example: 068_09_100_081407.txt.

Centralized Batch Import Process

II. FTP Instructions

The batch file to be transferred should be located in the “C:\SundryExport” folder on your pc.

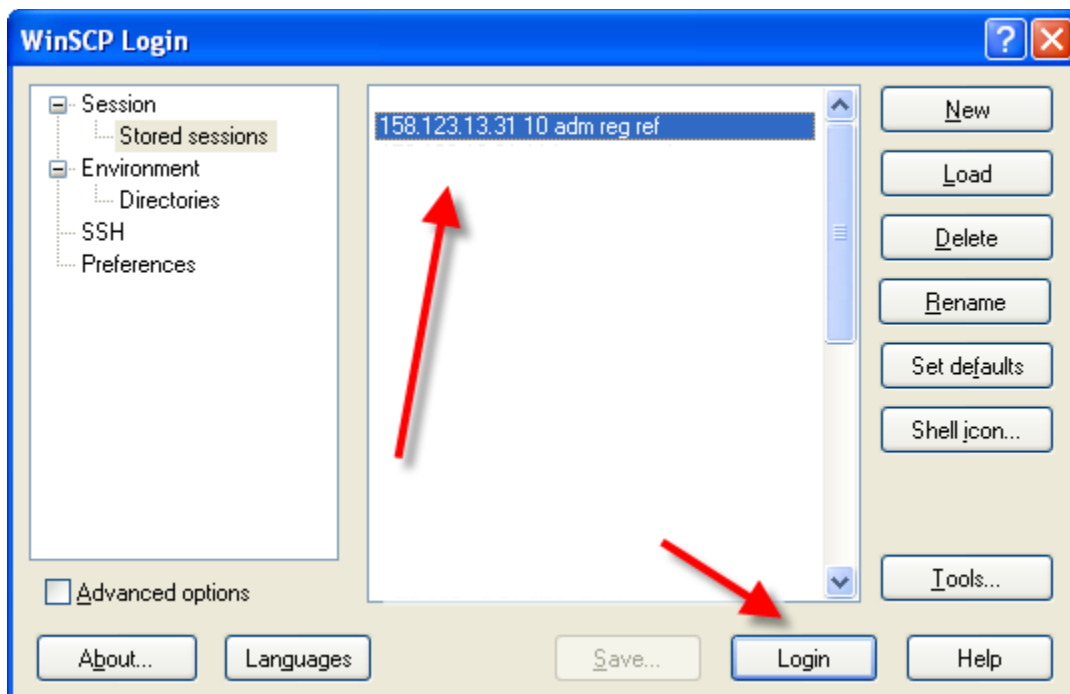
Note: The batch file name should be in the following format:

AgencyNumber_FiscalYear_BatchNumber_InvoiceDate.txt

Example: 068_09_299_080207.txt

1. Double-click on the WinSCP icon on your desktop to open the WinSCP window.

The login screen shown below will appear.

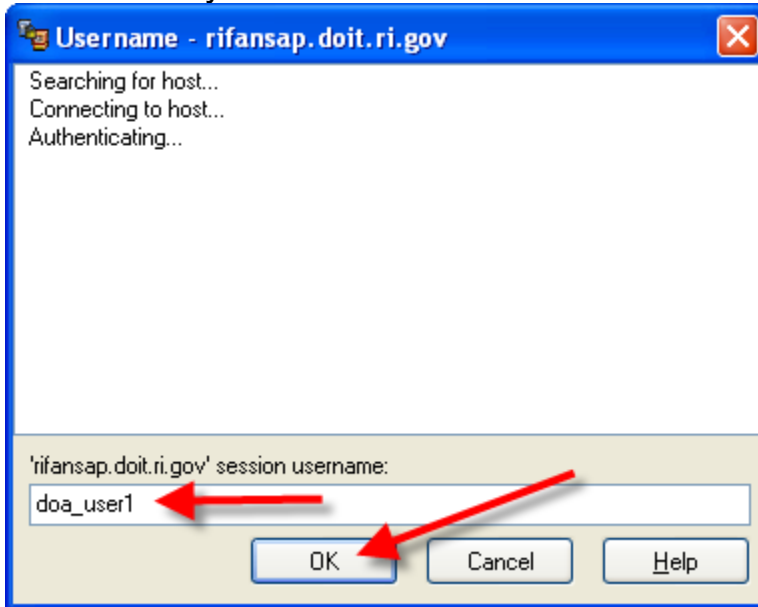


2. Select the IP Address in the column on the right and click on the Login Button.

Centralized Batch Import Process

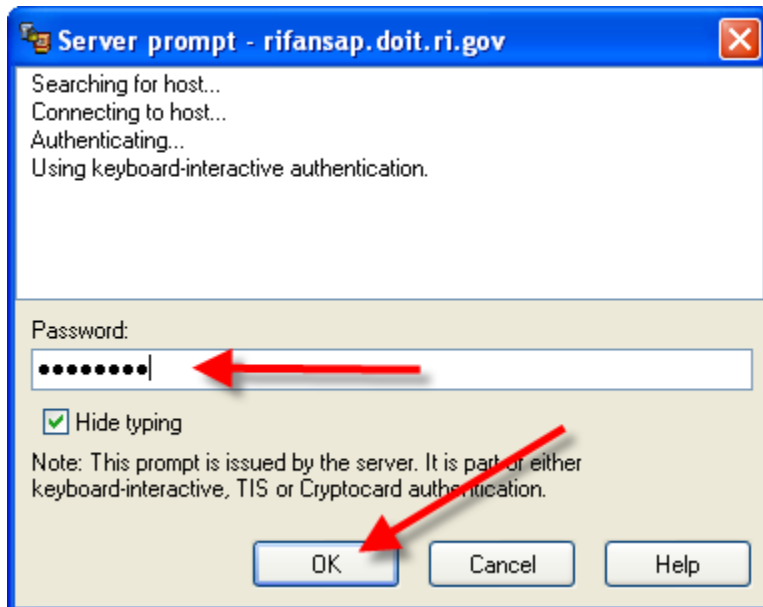
The Server Prompt box shown below will appear.

3. Enter your username and click on the OK button.



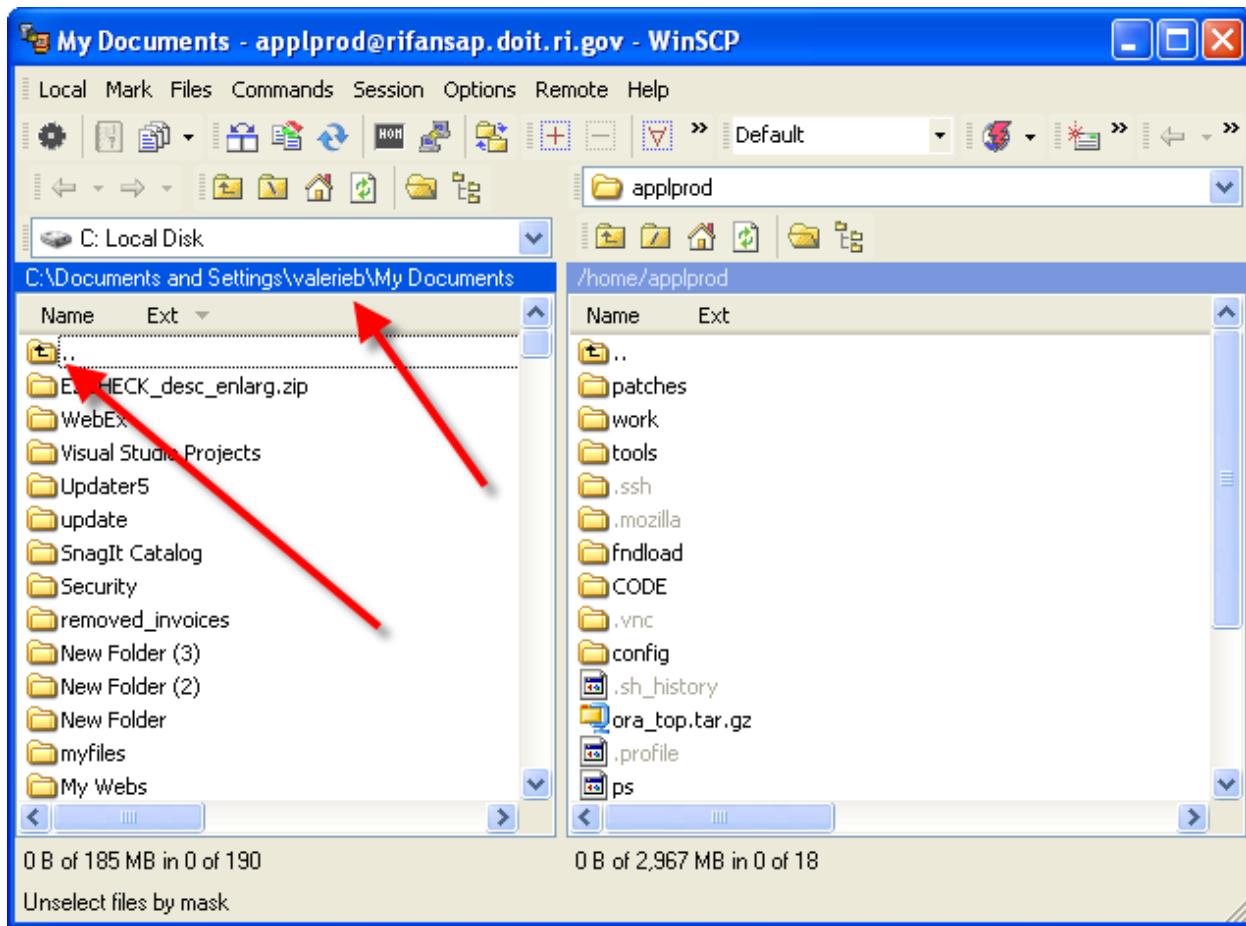
The box shown below will appear prompting you for a password.

4. Enter your password and click on the OK button.




Centralized Batch Import Process

The WinSCP window shown below will appear.

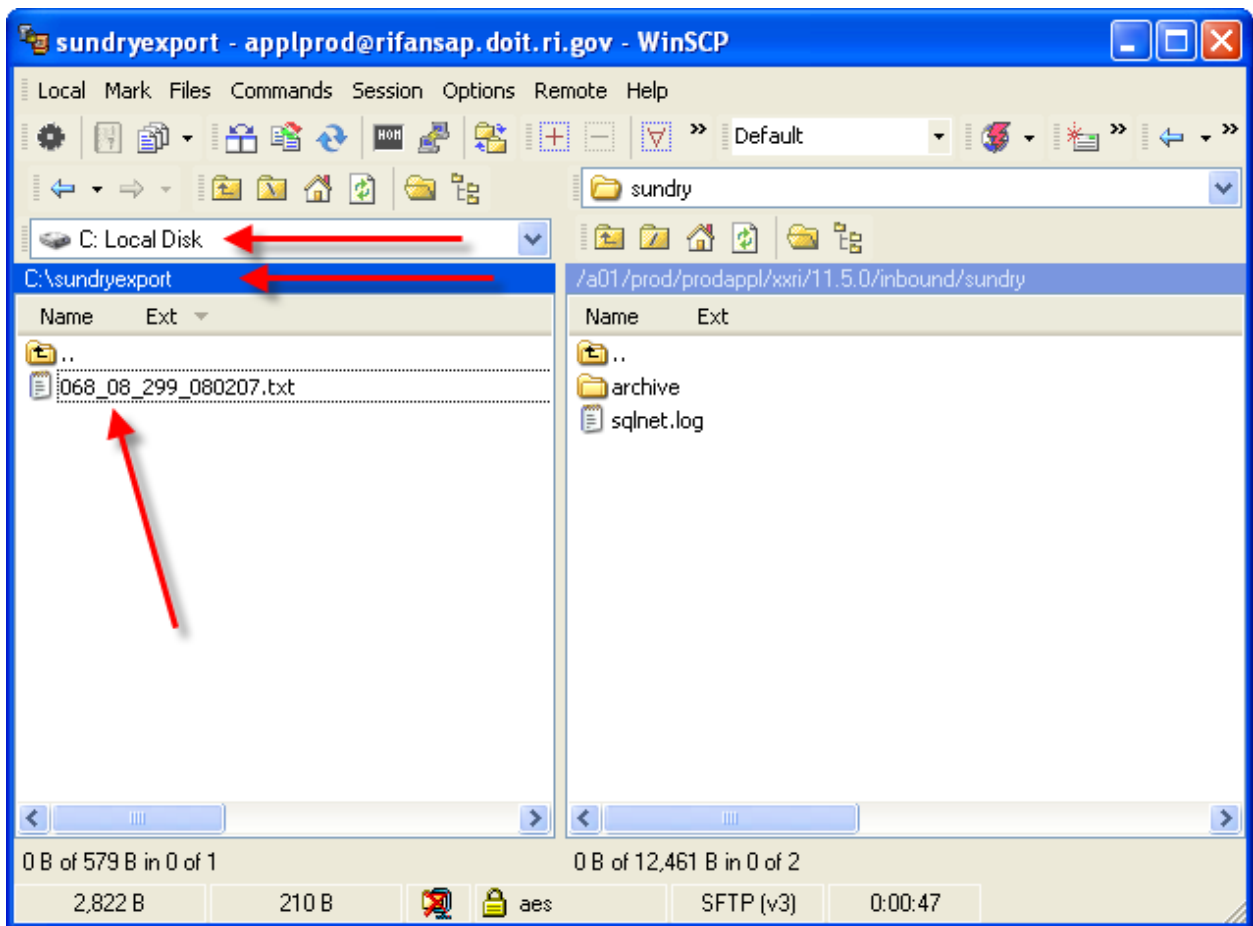


The directory displayed on the left side of the window is the local drive located on your PC. The directory displayed on the right side is the network drive where you will be moving your batch files to.

5. Click on the  button as many times needed to move up to the C: directory, then double click on the "SundryExport" directory to open it.

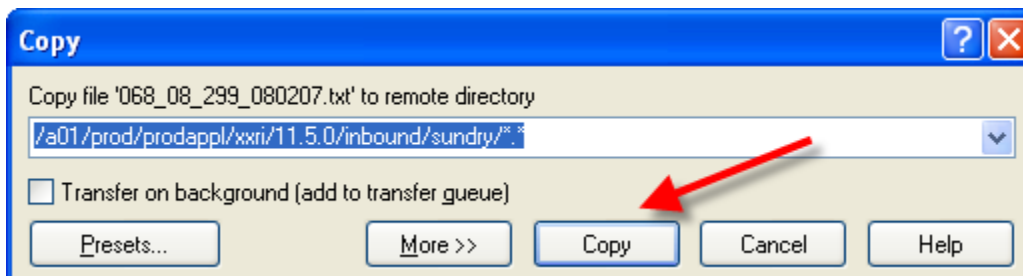
Centralized Batch Import Process

In the example shown below, the current directory on the local drive is the “C:\SundryExport” folder. The file to be transferred is 068_09_299_080207.txt.



6. To transfer the file, using your left mouse button, drag and drop the file from the local directory on the left to the network directory on the right.

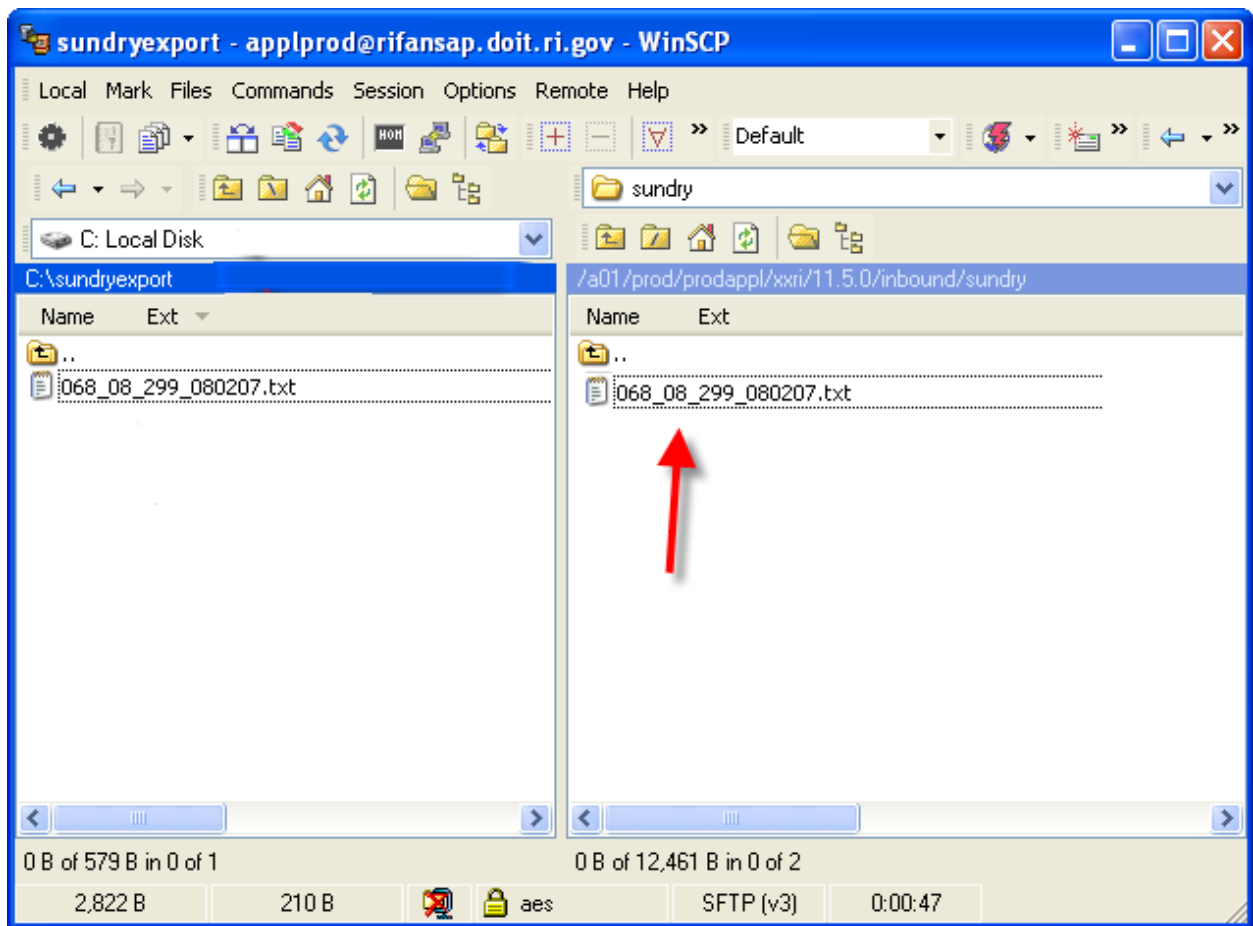
The pop up box shown below will appear.



7. Click on the Copy button to copy the file to the network drive.

Centralized Batch Import Process

The copy of the file is now located on the network drive, ready for validation by the RIFANS system as shown below.



The original copy of the file will remain in the "C:\SundryExport" folder until you delete it.

To prevent moving the same file over twice, it is recommended that you delete the batch files in your "C:\SundryExport" folder once the batch has been successfully imported into RIFANS by the Accounts Payable Office and has passed all validations.

8. To close WinSCP, click on the red X button on the top right of the window.

Your file will be automatically imported and validated by the RIFANS system. If there is an error, the Accounts Payable Office will contact you with an error message. If you need to make a correction to the batch file, please follow the instructions beginning on the following page for editing an existing voucher in the Batch Import database.

Centralized Batch Import Process

III.Editing an Existing Voucher in the Batch Import Database

A. *Editing an existing voucher*

1. On the Main Menu shown below, enter in the Voucher Date and Invoice Number.
2. Click on the button labeled 'Edit Form'.

Microsoft Access - [Main Menu]

File Edit View Insert Format Records Tools Window Help

Command22

Batch Import Main Menu v.8/2007

Add Form	Delete Form	Enter Bill To / Authorizing Agency Information
Voucher Date: 8/8/2007 Voucher Number: 0000001	Delete All Vouchers Older Than A Specified Date	Enter Payee Information
Edit Form	Copy Voucher Form	Reset Beginning Voucher Number
Edit Batch#, Voucher# or Date on existing voucher		Edit Cost Center List

Voucher Submittal: Voucher Date: 8/8/2007 Voucher Number: 0000001

Print Summary Report	Print Summary Report - with Sub-Totals	Print Invoice Voucher	Print Remittance Notice	Export Data To C:\SundryExport
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Exit Batch Import System

Centralized Batch Import Process

The Edit Form shown below will appear.

The screenshot shows the 'Batch Import - Voucher Edit Form' in Microsoft Access. The form includes fields for Date (8/8/2007), Batch Num (00299), Voucher Num (0000001), and Common Check Comment (July Payment). It also has a Voucher Comment field (Payment for July 2007 Bill) and a Common User Notes field (7/1/2007 - 7/31/2007 bill payment). The 'Remittance Amounts' section shows a Total Amount of \$447.00 and a Total Count of 3. Below this is a table with columns for Select Payee, SSNO/FEIN, Vendor Number, Vendor Address Group, Payee Name, Address 1, Address 2, and Address 3. The table contains three rows of data: Mary Johnston (100 OAK STREET), John Williams (200 SMITH STRE), and Sarah Brown (10 Maple Drive). A red arrow points to the 'Select Payee' dropdown on the last row, which is marked with an asterisk (*).

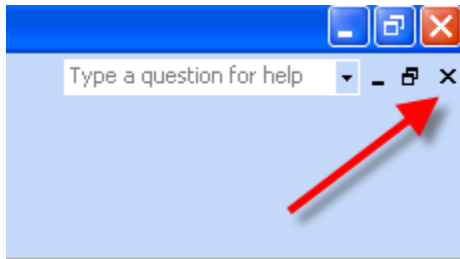
Select Payee	SSNO/FEIN	Vendor Number	Vendor Address Group	Payee Name	Address 1	Address 2	Address 3
▼	999999999	51515	0	Mary Johnston	100 OAK STREET		
▼	888888888	43222	0	John Williams	200 SMITH STRE		
▼	777777777	58999	0	Sarah Brown	10 Maple Drive		
* ▼			0				

3. To edit existing data, place your cursor in the field you would like to edit and overwrite the existing value.
4. Press the Tab key to navigate through the form.

To add an additional payment line, place your cursor in the Select Payee field located on the last line of the remittance amounts area as shown above with the arrow. If you are not selecting from the Payee list that is stored in your database, you can manually type in the information for the vendor being paid.

Centralized Batch Import Process

5. Once you have finished making corrections and/or entering additional payees and payment information, close the form by clicking on the X button shown below located in the top right corner of the form.



Note: The Date, Batch Number, and Voucher Number fields cannot be modified on this form.

To change the data in one of these fields return to the Main Menu and perform the following steps:

1. From the Main Menu shown below, click on the button labeled 'Edit Batch #, Voucher # or Date on Existing Voucher'.

The screenshot shows the 'Batch Import Main Menu' interface. At the top, there's a title bar with 'Batch Import Main Menu' and 'v.8/2007'. Below this is a grid of buttons. A red arrow points to the button labeled 'Edit Batch#, Voucher# or Date on existing voucher'. Other buttons include 'Add Form', 'Delete Form', 'Enter Bill To / Authorizing Agency Information', 'Delete All Vouchers Older Than A Specified Date', 'Enter Payee Information', 'Edit Form', 'Copy Voucher Form', 'Reset Beginning Voucher Number', and 'Edit Cost Center List'. At the bottom, there are input fields for 'Voucher Submittal', 'Voucher Date' (8/14/2007), and 'Voucher Number' (0000003). Below these are buttons for 'Print Summary Report', 'Print Summary Report - with Sub-Totals', 'Print Invoice Voucher', 'Print Remittance Notice', 'Export Data To C:\SundryExport', and 'Exit Batch Import System'.

Centralized Batch Import Process

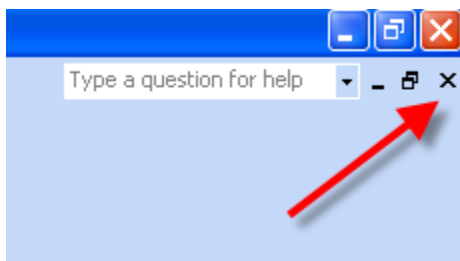
The Form Below will appear listing all vouchers in the database.

2. Find the voucher you would like to edit and place your cursor in the field to be modified and overwrite the existing value. Use the Tab key to navigate through the form.

Batch Import Edit Initial Information Form

Voucher Date	Batch Number	Voucher Number	Voucher Comment
8/8/2007	00299	0000001	Payment for July 2007 Bill
8/14/2007	00100	0000003	July 2007 Payment

3. Close the form by clicking on the X button shown below located in the top right corner of the form.



Centralized Batch Import Process

B. *Deleting a single existing voucher*

1. From the Main Menu shown below, click on the button labeled 'Delete Form'.

The screenshot shows the 'Batch Import Main Menu' application window. The title bar reads 'Microsoft Access - [Main Menu]'. The menu is organized into several sections:

- Top Section:** 'Batch Import Main Menu' with version 'v.8/2007'.
- Buttons:**
 - 'Add Form' (with a plus icon)
 - 'Delete Form' (with a red X icon) - This button is highlighted by a red arrow.
 - 'Enter Bill To / Authorizing Agency Information' (with a document icon)
 - 'Delete All Vouchers Older Than A Specified Date' (with a trash can icon)
 - 'Enter Payee Information' (with a document icon)
 - 'Edit Form' (with a document icon)
 - 'Copy Voucher Form' (with a document icon)
 - 'Reset Beginning Voucher Number' (with a circular arrow icon)
 - 'Edit Batch#, Voucher# or Date on existing voucher' (with a document icon)
 - 'Edit Cost Center List' (with a document icon)
- Input Fields:**
 - 'Voucher Date:' with a text box containing '8/8/2007'
 - 'Voucher Number:' with a text box containing '0000001'
- Bottom Section:**
 - 'Voucher Submittal:' label
 - 'Voucher Date:' with a text box containing '8/8/2007'
 - 'Voucher Number:' with a text box containing '0000001'
 - 'Print Summary Report' (with a printer icon)
 - 'Print Summary Report - with Sub-Totals' (with a printer icon)
 - 'Print Invoice Voucher' (with a printer icon)
 - 'Print Remittance Notice' (with a printer icon)
 - 'Export Data To C:\SundryExport' (with a floppy disk icon)
 - 'Exit Batch Import System' (with a door icon)

Centralized Batch Import Process

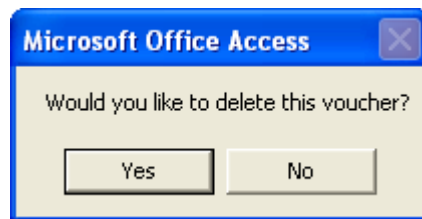
The form below will appear displaying all of the existing vouchers in the Batch Import database.

The screenshot shows a web application window titled "Batch Import Voucher Delete Form". It contains a table with the following columns: Fiscal Year, Voucher Date, Batch Number, Voucher Number, Voucher Comment, and Delete. There are two rows of data. A red arrow points to the delete button (a square with an 'X') in the 'Delete' column of the second row.

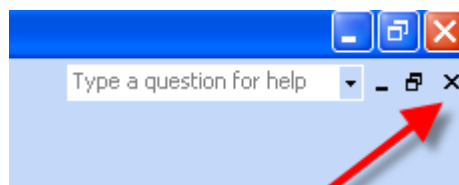
Fiscal Year	Voucher Date	Batch Number	Voucher Number	Voucher Comment	Delete
08	8/8/2007	00299	0000001	Payment for July 2007 Bill	
08	8/14/2007	00100	0000003	July 2007 Payment	

2. Locate the voucher you would like to delete.
3. Click on the delete button located to the right of the voucher.

The prompt below will be displayed.



4. Click on the 'Yes' button to delete the voucher. (Clicking on the 'No' button will cancel the delete request.)
5. Close the form by clicking on the X button shown below located in the top right corner of the form.



Centralized Batch Import Process

C. Deleting multiple existing vouchers

1. From the Main Menu shown below, click on the button labeled 'Delete All Vouchers Older than a Specified Date'.

Microsoft Access - [Main Menu]

File Edit View Insert Format Records Tools Window Help

Command22

Batch Import Main Menu v.8/2007

Add Form Delete Form Enter Bill To / Authorizing Agency Information

Voucher Date: 8/8/2007 Voucher Number: 0000001

Edit Form Delete All Vouchers Older Than A Specified Date Enter Payee Information

Copy Voucher Form Reset Beginning Voucher Number

Edit Batch#, Voucher# or Date on existing voucher Edit Cost Center List

Voucher Submittal: Voucher Date: 8/8/2007 Voucher Number: 0000001

Print Summary Report Print Summary Report - with Sub-Totals Print Invoice Voucher Print Remittance Notice Export Data To C:\SundryExport

Exit Batch Import System

The pop-up box shown below will appear.

1. Enter in the date in the format MM/DD/YY and click on the OK button.

Enter Parameter Value

Delete vouchers older than date: (mm/dd/yy)

OK Cancel

All vouchers with a date prior to this date will be removed from the system.

Centralized Batch Import Process

D. Copy an Existing Voucher

The Batch Import database allows you to copy an existing voucher to a new voucher in order to save data entry time in cases where you will be paying the same payees on a regular basis. The copy function will duplicate the data from an existing voucher, **excluding** payment amounts and comments. The payment amounts and comments will need to be entered on the new voucher that is created.

To copy an existing voucher to a new voucher, perform the following steps:

1. From the Main menu click on the button labeled 'Copy Voucher Form'.

The form shown below will appear.

Enter Existing Voucher Date, Batch Number and Voucher Number to be copied FROM:		Voucher Date:	<input type="text" value="08/14/2007"/>
		Batch Number:	<input type="text" value="00100"/>
		Voucher Number:	<input type="text" value="0000014"/>

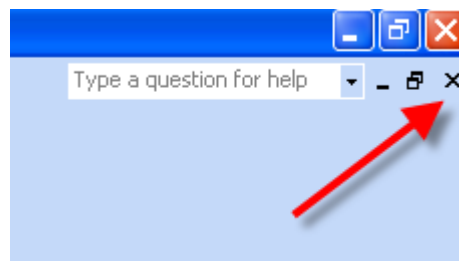
Enter NEW Voucher Date, Batch Number and Voucher Number to be copied TO:		New Voucher Date:	<input type="text" value="08/21/2007"/>
		New Batch Number:	<input type="text" value="00100"/>
		New Voucher Number:	<input type="text" value="0000015"/>

Centralized Batch Import Process

2. In the top 3 fields on the form, enter voucher date, batch number, and the voucher number for the voucher you will be copying FROM.
3. In the bottom 3 fields on the form, enter the voucher date, batch number, and voucher number for the voucher you will be copying TO.
4. Click on the button labeled 'Create New Record'.
5. The pop up box below will appear. Click on the OK button to close the pop-up box.

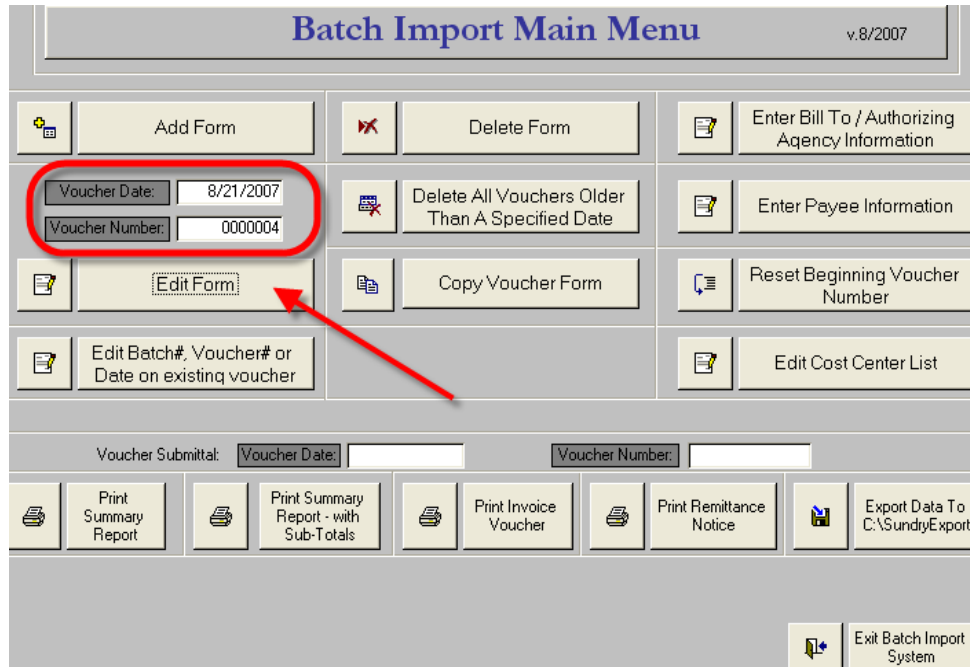


6. Close the form by clicking on the X button shown below located in the top right corner of the form.



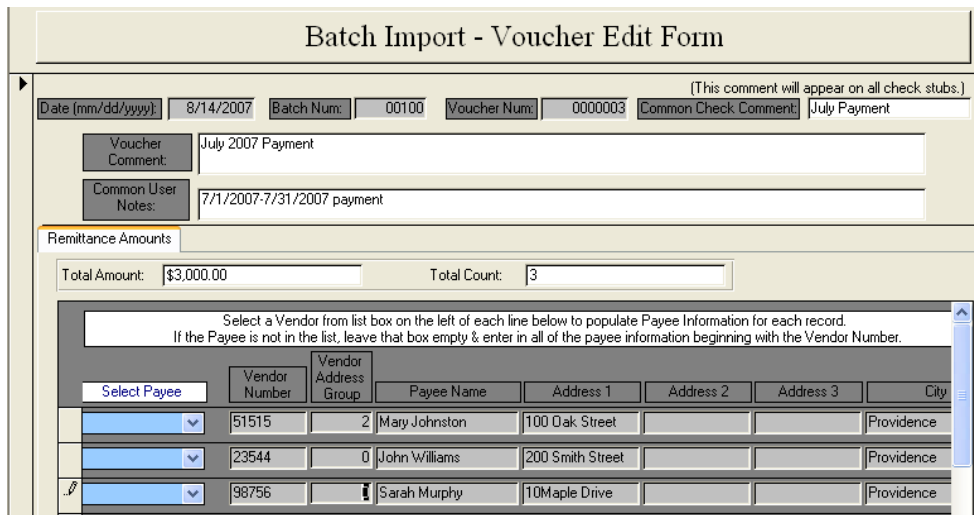
Centralized Batch Import Process

To edit the new voucher you created in the steps above, navigate to the Main Menu shown below. Enter in the Voucher Date and Voucher Number and click on the 'Edit Form' button.



The screenshot shows the 'Batch Import Main Menu' interface. At the top, it says 'Batch Import Main Menu' and 'v.8/2007'. Below this are several buttons: 'Add Form', 'Delete Form', 'Enter Bill To / Authorizing Agency Information', 'Delete All Vouchers Older Than A Specified Date', 'Enter Payee Information', 'Copy Voucher Form', 'Reset Beginning Voucher Number', 'Edit Batch#, Voucher# or Date on existing voucher', and 'Edit Cost Center List'. A red circle highlights the 'Voucher Date' and 'Voucher Number' input fields, which contain '8/21/2007' and '0000004' respectively. A red arrow points to the 'Edit Form' button. At the bottom, there are buttons for 'Print Summary Report', 'Print Summary Report - with Sub-Totals', 'Print Invoice Voucher', 'Print Remittance Notice', 'Export Data To C:\SundryExport', and 'Exit Batch Import System'.

The Edit Form shown below will appear allowing you to make the necessary changes and add the comment and amount values to the new voucher.



The screenshot shows the 'Batch Import - Voucher Edit Form' interface. At the top, it says 'Batch Import - Voucher Edit Form'. Below this are input fields for 'Date (mm/dd/yyyy): 8/14/2007', 'Batch Num: 00100', 'Voucher Num: 0000003', and 'Common Check Comment: July Payment'. There are also fields for 'Voucher Comment: July 2007 Payment' and 'Common User Notes: 7/1/2007-7/31/2007 payment'. Below these are 'Remittance Amounts' fields: 'Total Amount: \$3,000.00' and 'Total Count: 3'. At the bottom, there is a table with columns: 'Select Payee', 'Vendor Number', 'Vendor Address Group', 'Payee Name', 'Address 1', 'Address 2', 'Address 3', and 'City'. The table contains three rows of data: Mary Johnston, John Williams, and Sarah Murphy, all with addresses in Providence.

Close the form by clicking on the X button shown below located in the top right corner of the form.

