



Sage Paperless Construction Credit Card Import

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Contents

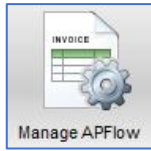
Processor Permissions	4
Credit Card Import.....	6
New Import vs. Editing Existing Import	7
New Import	7
Template-based Import vs. Industry Standard File.....	9
Industry Standard File	9
Template-based Import	11
Credit Card Importer Main Screen.....	16
Viewing / Changing Import Settings	18
Choosing Unassigned Transactions.....	21
Transferring Lines	24
From Unassigned to New Invoices.....	24
From Invoice to Invoice.....	26
Hot Keys.....	27
Sidebars	28
Matched Receipts	31
Matched Receipt Indicators on Invoice Lines	32
Manage Card Defaults	35
Secondary Vendors	37
Vendor Mappings.....	38
Secondary Vendor Options with New Credit Card Imports	39
Importing.....	40
Import Successful.....	41
Import Unsuccessful.....	42
Status After Importing	43
Duplicate Transactions Found.....	46
Troubleshooting Potential Credit Card Statement Errors.....	47
Creating Secondary Vendor Drilldown Report	51

Processor Permissions

Processors may access **Credit Card Importer**, approve and export invoices, but only after the necessary permissions are set up.

Important: Supervisors may access **Credit Card Importer** as well as approve and export invoices without permissions being granted. In addition, they can manage templates and card defaults, and can view all imports--even those specifically restricted by the user.

1. From the ribbon toolbar, click **APFlow**.



2. Click **Manage APFlow**,

The **Manage AP Flow** screen similar to the following displays with the **General** tab active:

Manage AP Flow

Note: The APFlow settings for these users are valid only for the current Vault: 1 - Sage 100 Vault

General | Advanced | AP Accruals | Credit Cards | Document Match | Expense Allocations | Invoice Routing | Issue List | Proxy Users | Quick Notes

Red = No access to vault

User Name	AP Processor	AP Reviewer	AP Supervisor	AP Check Review	AP Auditor
Margaret Hale	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sage Paperless	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SPC Administrator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Additional Options

General:

- Allow User Approval Alert
- Allow User Vendor History

Processor Role:

- Allow Processor Approval
- Allow Processor Credit Card Import

Reviewer Role:

- Allow Reviewer Multi Select
- Allow Reviewer Change Line Type
- Allow Reviewer Split Invoice Lines
- Allow Reviewer Invoice Hold
- Allow Reviewer Reroute Invoice
- Allow Reviewer Edit Invoice

Invoice Routing

Default Sequence: 0

Accounting System Mapping

Reviewer Approval Limit


Route to [Reviewer / Role](#): Sequence: when current reviewer enters invoice total exceeding:

Bank Accounts | Manage Entry Fields |

3. For the highlighted user with an **AP Processor** role, the following permissions must be selected in the **Additional Options** pane, under the **Processor Role** heading:

Allow Processor Credit Card Import



This must be checked for the **Credit Card Importer** icon, , to be visible on the toolbar for the highlighted user with an **AP Processor** role.

Allow Processor Approval

This must be checked if the highlighted user with an **AP Processor** role is to import invoices into an **Approved** status. Otherwise, the only status available is Incomplete (and **Exported**--if **Allow Processor Export** is checked).

Allow Processor Export

This must be checked if the highlighted user with an **AP Processor** role is to import invoices into an **Exported** status. Otherwise, the only status available is Incomplete (and **Approved**--if **Allow Processor Approval** is checked).

4. Click **OK**.

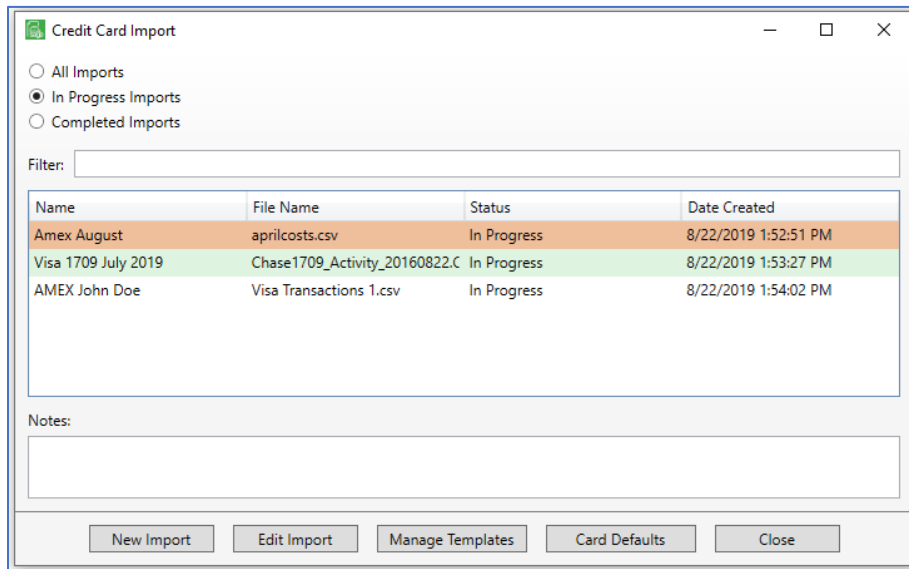
Credit Card Import

1. From the ribbon toolbar, click **APFlow**.



2. Click **Credit Card Importer**.

The **Credit Card Import** window similar to the following displays:



- If a new import is needed click **New Import**.
- If an existing import needs to be edited, click **Edit Import**.

New Import vs. Editing Existing Import

This is where to create new imports or to view--and modify--existing imports based on the status selected (*All, In Progress, Completed*).

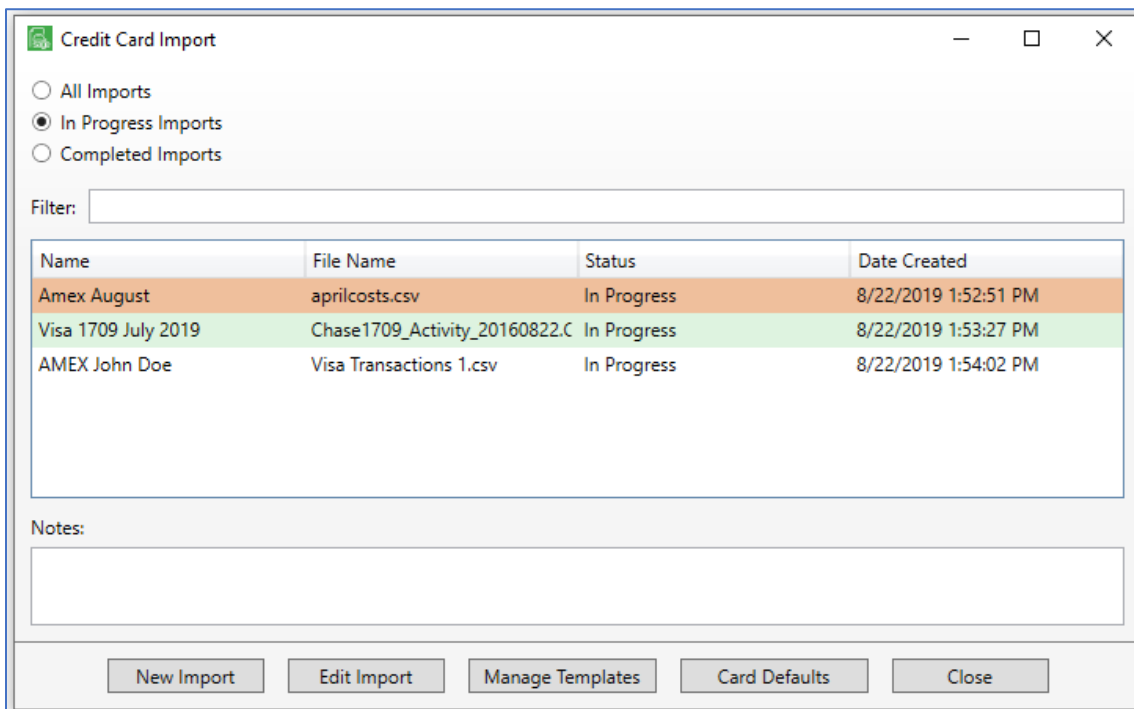
New Import

1. From the ribbon toolbar, click **APFlow**.




2. Click **Credit Card Importer**.

The **Credit Card Import** window similar to the following displays:



3. Click **New Import**.

The **New Credit Card Import** window similar to the following displays:

4. In the **Import Name** field, enter an appropriate name for the import.
5. In the **File Name** field, click the ellipsis, , to access the PC directory to locate the file to import.

If the file ends in one of the three "industry standard" formats, the **Template Name** field systematically displays the following and cannot be changed:

.QBO / .QFX / .OFX


6. If appropriate, click to select **Use Vendor Mapping to Reapply Vendor Names**.
This sets the APFlow system to systematically match imported secondary vendors with the vendor information saved from previous imports.
7. If appropriate, click to select **Restrict Access to Me**.
This limits the visibility to only the person who created the import.

Note: Individuals in a **Supervisor** role can view import files with restricted access.

Template-based Import vs. Industry Standard File

Credit Card Import templates can be added, edited, copied or removed from multiple locations within Sage Paperless Construction.

There are several ways to access the **Add Credit Card Template**:

<ol style="list-style-type: none"> 1. From the ribbon toolbar, click APFlow. 2. Click Manage APFlow,  3. Click the Credit Cards tab. 4. Click Add. 	<ol style="list-style-type: none"> 1. From the ribbon toolbar, click APFlow. 2. Click Credit Card Importer,  3. Click New Import. 4. Click New Template. 	<ol style="list-style-type: none"> 1. From the ribbon toolbar, click APFlow. 2. Click Credit Card Importer,  3. Click Manage Templates. 4. Click Add.
---	---	--

If the credit card statement uses one of the three standard formats, refer to the **Industry Standard File** sub topic.
 If the credit card statement does not use one of the three standard formats and a template must be created, skip to the **Template-based Import** sub topic.

Industry Standard File

1. Download the credit card statement from the credit card provider.
2. Look at the file extension.

Most credit card companies offer the ability to download credit card statements into one of three standard download formats:

- Quicken (.qfx)
- Quickbooks (.qbo)
- Microsoft Money (.ofx)

3. Click **New Import**. A **New Credit Card Import** window similar to the following displays:

New Credit Card Import

General

Import Name:

File Name: ...

Template Name: Amex August

Use Vendor Mapping to Reapply Vendor Names


Restrict Access to Me

Secondary Vendor Options

Create Secondary Vendors for Renamed Transactions

Create Secondary Vendors for Unique Transactions

4. In the **Import Name** field, enter an appropriate name for the import.

5. In the **File Name** field, click the ellipsis,  to locate the file.

The **New Credit Card Import** window redisplay and resembles the following:

New Credit Card Import

General

Import Name: Amex July 2019

File Name: C:\Users\margareth.PAPEREN\Desktop\AMEX.qfx ...

Template Name: .QBO / .QFX / .OFX

Use Vendor Mapping to Reapply Vendor Names

Restrict Access to Me

Secondary Vendor Options

Create Secondary Vendors for Renamed Transactions

Create Secondary Vendors for Unique Transactions

The template name that displays in the **Template Name** field is system-generated and cannot be modified.

6. If appropriate, click to select **Use Vendor Mapping to Reapply Vendor Names**.

This sets the **APFlow** system to systematically match imported secondary vendors with the vendor information saved from previous imports.

If appropriate, click to select **Restrict Access to Me**.

This limits the visibility to only the person who created the import.

Note: Individuals in a Supervisor role can view import files with restricted access.

Template-based Import

1. From the **Credit Card Import** window, click **New Import**.

The **New Credit Card Import** window similar to the following displays:

The screenshot shows a dialog box titled "New Credit Card Import" with a close button (X) in the top right corner. The dialog is divided into two main sections: "General" and "Secondary Vendor Options".

General Section:


- Import Name:** A text input field.
- File Name:** A text input field with an ellipsis button (three dots) to its right.
- Template Name:** A dropdown menu currently showing "Amex August" and a "New Template" button to its right.
- Use Vendor Mapping to Reapply Vendor Names
- Restrict Access to Me

Secondary Vendor Options Section:

- Create Secondary Vendors for Renamed Transactions
- Create Secondary Vendors for Unique Transactions

At the bottom of the dialog are two buttons: "OK" and "Cancel".

2. In the **Import Name** field, enter an appropriate import name.

3. For the **File Name** field, click the ellipsis,  to locate the file to import.

Note: This will be a file with a .csv extension.

4. Click **New Template**.

Add Credit Card Template

Template Properties

Name:

[Default Vendor:](#)

Column Delimiter: Skip first: lines

Text Delimiter:

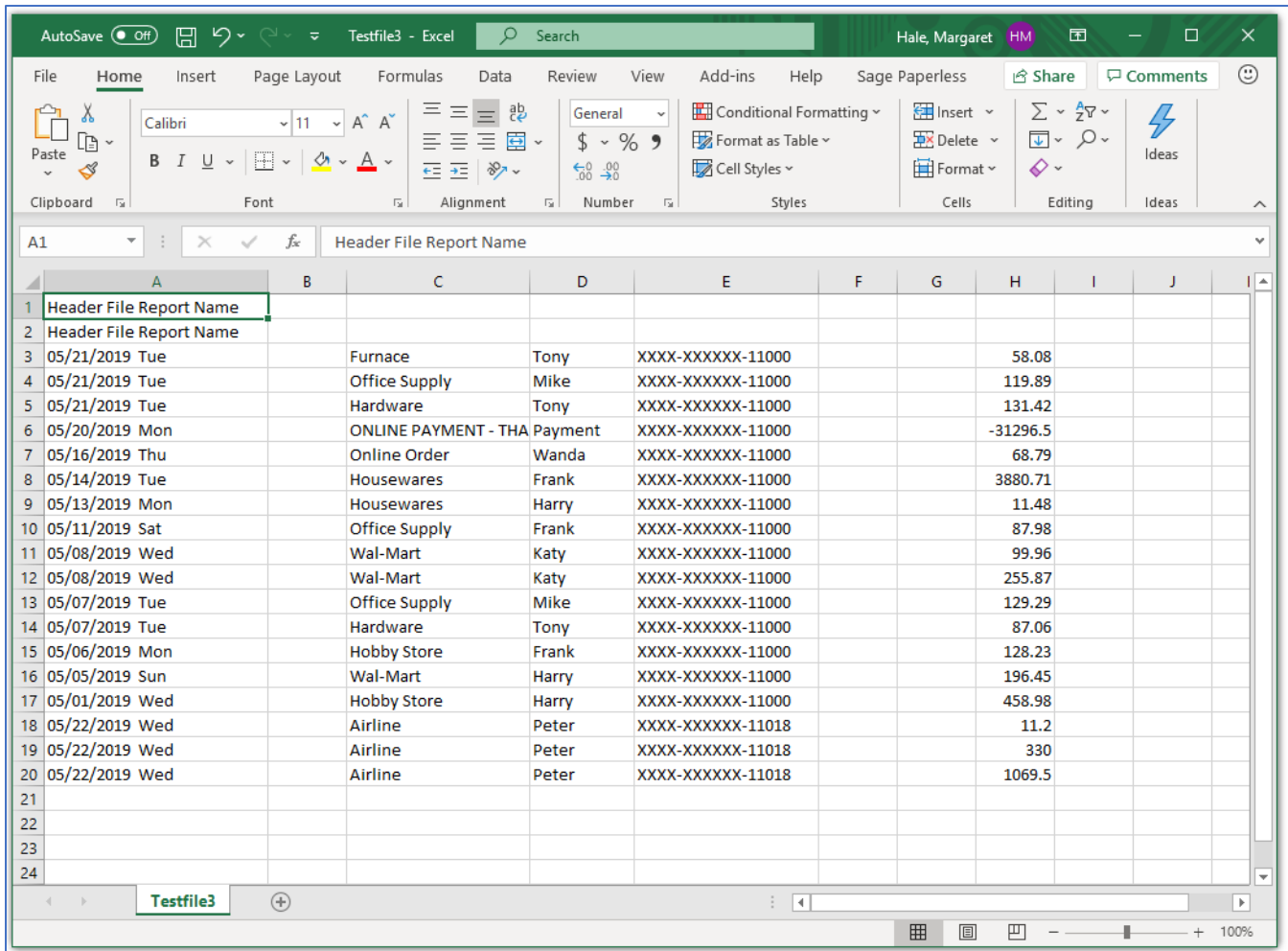
Charges: Negative Positive

Credits: Negative Positive

Field Name	Enter Column Position
Transaction Date	
Transaction ID	
Transaction Amount	
Transaction Name	
Line Note (Memo)	
Credit Card Number	
Credit	

Active

- To identify the column locations and to determine whether Charges and Credits are *Negative* or *Positive*, open the credit card statement in Excel.



In this **Excel** sample, the header file occupies row 1. The **Transaction Date** is column 1, the **Vendor** is column 3 and the **Transaction Amount** is column 8. **Charges** are positive and **Credits** are negative.

- To identify how the columns are separated and if double quotes or single quotes are used, open the credit card statement in **Notepad**.
- Look to see how the values are separated.

If opening the credit card statement in **Notepad**, it should resemble the following:

```
Type,Trans Date,Post Date,Description,Amount,Category,Memo
Sale,08/03/2018,08/05/2018,ULTA #337,-51.14,,null
Sale,07/30/2018,07/31/2018,SHOE STATION #17,-115.48,,null
Sale,07/30/2018,07/31/2018,ACADEMY SPORTS #51,-82.43,,null
Payment,07/25/2018,07/25/2018,Payment Thank You-Mobile,"2,000.00",,null
Sale,07/21/2018,07/24/2018,WENDYS #1813,-18.22,,null
```

8. Determine if the text is separated by comma, tab, space or pipe (|).

In this **Notepad** sample, the text is separated by commas.

9. Next, look for any dollar amounts or other fields that are enclosed by single or double quote marks.

Text delimiters are typically used when the column delimiter is part of the value--in the case of commas in a currency value for instance--which may not be used on every line.

In this **Notepad** sample, double quote marks are used.

10. Return to the **Add Credit Card Template**.

11. In the **Name** field, enter the name of the template.

12. In the **Default Vendor** field, click the field name to access the **Lookup Utility** window.

13. Use the lookup field or scroll through the list of vendors and then click to highlight and select the vendor name.

14. Click **OK**.

The **Vendor ID** associated with the selected vendor displays in the **Default Vendor** field.

15. In the **Column Delimiter** field, use the dropdown list to select from one of the following:

Comma
Tab
Space
Pipe

Using the **Notepad** sample, *Comma* is the correct choice for the **Column Delimiter** field.

16. In the **Text Delimiter** field, use the dropdown to select one of the following:

None
Single Quote
Double Quote

Using the **Notepad** sample, *Double Quote* is the correct choice for the Text Delimiter field.

In the **Notepad** sample, there is an amount listed that includes a comma and is surrounded by double quotes: "2,000.00".

If *None* displays in the **Text Delimiter** field, the 2,000.00 entry will "be read" by the system as 2.

17. Identify if the charges on the credit card statement in Excel are listed as *Negative* or *Positive*. In the **Charges** text box, click the appropriate radio button.
18. Identify if the credits on the credit card statement in Excel are listed as *Negative* or *Positive*. In the **Credits** text box, click the appropriate radio button.
19. In the **Skip first** field, use the arrows to select the number of lines to skip.

Using the **Excel** sample, 2 is the correct choice for the **Skip first** field, as these are the header lines.

20. In the **Field Name / Enter Column Position** box, the field names that display in bold are required

Using the **Excel** sample, the **Date Posted** column is 1, the **Amount** column is 8 and the **Description** column is 3.

21. Click **Preview**.

The credit card statement using the template will display. This is how to determine if the information added to the **Template Properties** area of the **Add Credit Card Template** window accurately reflects the associated credit card file.

Note: This is an optional step.

Important

- The **Credit** column is used when debits and credits are not combined in the same column in the file. When this occurs, set the **Transaction Amount** to the debit column and **Credit** to the credit column.
- Any field in the **Invoice Entry** line section may be mapped to a field in the template.

Credit Card Importer Main Screen

This screen is the conduit from listing the unassigned transactions in files that were imported but not yet transferred to invoices (**Unassigned Transactions**); to assigning transactions to new invoices or invoices currently being created (**Transfer Lines To**); to **Matching Receipts**, to **Managing Secondary Vendors**; to finally **Importing Invoices**.

This main screen has two views.

The *Unassigned Transactions* view initially displays when starting an import, and includes all unassigned transactions similar to the following:

Save Match Receipts Manage Card Defaults Manage Secondary Vendors Import Invoices

Show Import Information and Settings

In Progress Invoices | Imported Invoices

Unassigned Transactions

Transfer Lines To

Invoice 3

< New Invoice >

One Line Per Invoice

Remove All Invoices

STEP 1: Select a processor and enter any header default values to assign to the new invoice:

Processor: SPC Administrator

Vendor: 3 Invoice #: Description: Hold Job: Phase:

Nations Bolt & Hardware Co

Field PO #: Invoice Date: Due Date: Discount Date: Invoice Total: 0.00

Set to Pay: 0.00 Workers Compensation: 0.00 Hot List Discount %: 0.00 Discount: 0.00 Retainage: 0.00

Sales Tax: 0.00 Credit Card: AP Match Code: Document Class: Secondary Payee Use Tax

STEP 2: Select which transactions you want to transfer into a new or existing invoice:

Transaction ID	Transaction Date	Transaction Amount	Transaction Type	Transaction Name
20190821-8.71POS DEBIT APL*ITUNES.COM/BILL 866-712-7753 CA	8/21/2019	\$8.71	DEBIT	POS DEBIT APL*ITUNES.COM/B
20190820-27.1NORTHWESTERN MU ISA PAYMNT PPD ID: 9000596067	8/20/2019	\$27.10	DEBIT	NORTHWESTERN MU ISA PAYMNT
20190819-7.99AMZN Mkt US*MA58G7K Amzn.com/bill WA 08/17	8/19/2019	\$7.99	DEBIT	AMZN Mkt US*MA58G7K Amzn.com/b
20190816-99FACTOR75.COM HTTPSWWW.FACT IL 08/15	8/16/2019	\$99.00	DEBIT	FACTOR75.COM HTTPSWWW.FACT IL
20190815-26.15ON YOUR WAY GEISMAR LA 091545 08/15	8/15/2019	\$26.15	DEBIT	ON YOUR WAY GEISMAR LA 09
20190814-5.43PP*PP ROKU FOR RLJ EN 402-935-7733 CA 08/13	8/14/2019	\$5.43	DEBIT	PP*PP ROKU FOR RLJ EN 402-935-7733
20190813-0.00DARBY QUEEN #45141 BRANDIVILLE LA 08/13	8/13/2019	\$0.00	DEBIT	DARBY QUEEN #45141 BRANDIVILLE LA

Select All Unselect All

Line Count: 8 Total Debits: \$201.61 Total Credits: \$0.00

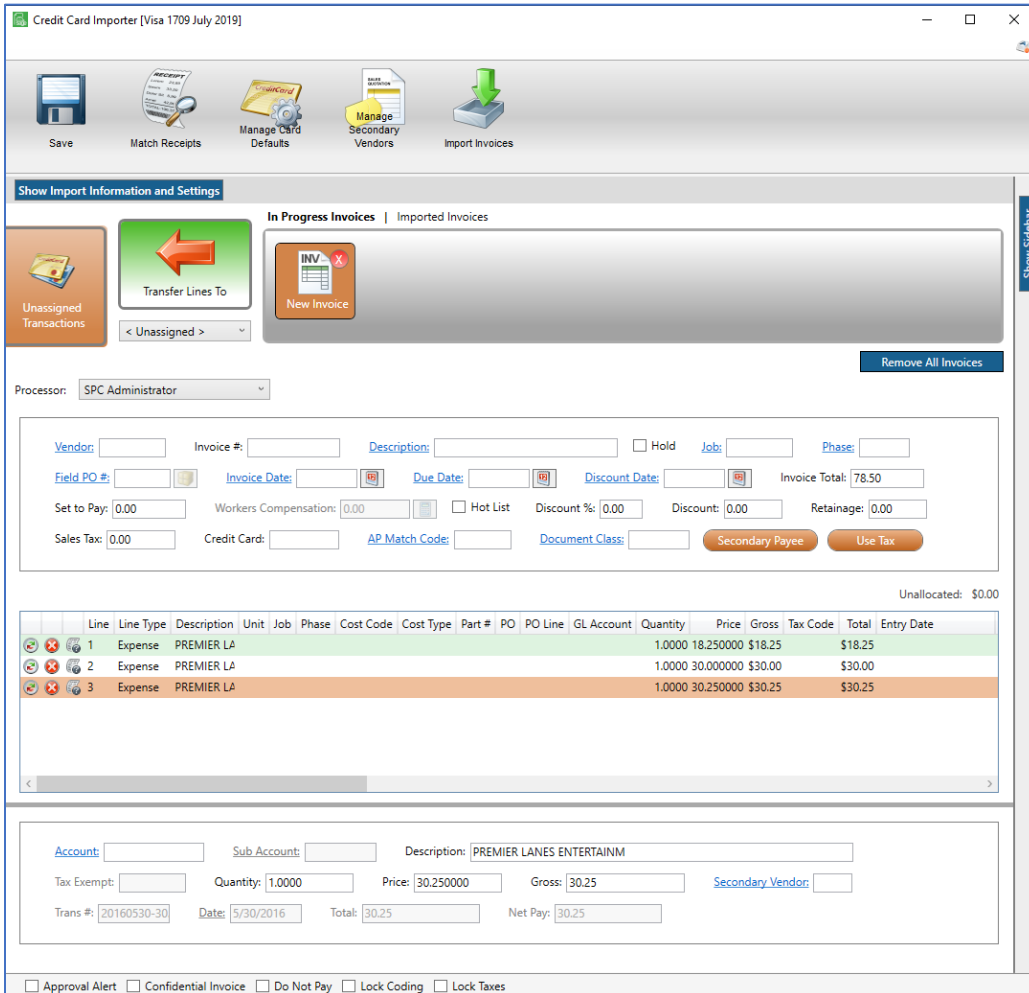
STEP 3: Select a designated line type and fill in any default values for the lines you are going to transfer. Once complete, click the transfer button towards the top of this form.

Line Type: Job

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The *Invoice* view displays the specific invoice selected in the **In Progress Invoices** panel. The displaying invoice has an orange background when it is selected.

Note: To return to the *Unassigned Transactions* view, click the **Unassigned Transactions** icon.



The toolbar consists of **Save**, **Match Receipts**, **Manage Card Defaults**, **Manage Secondary Vendors** and **Import Invoices**.



Hot Keys are available for these toolbar icons. Click **Alt** to display.

Note: The **Save** icon becomes active when a value is changed.

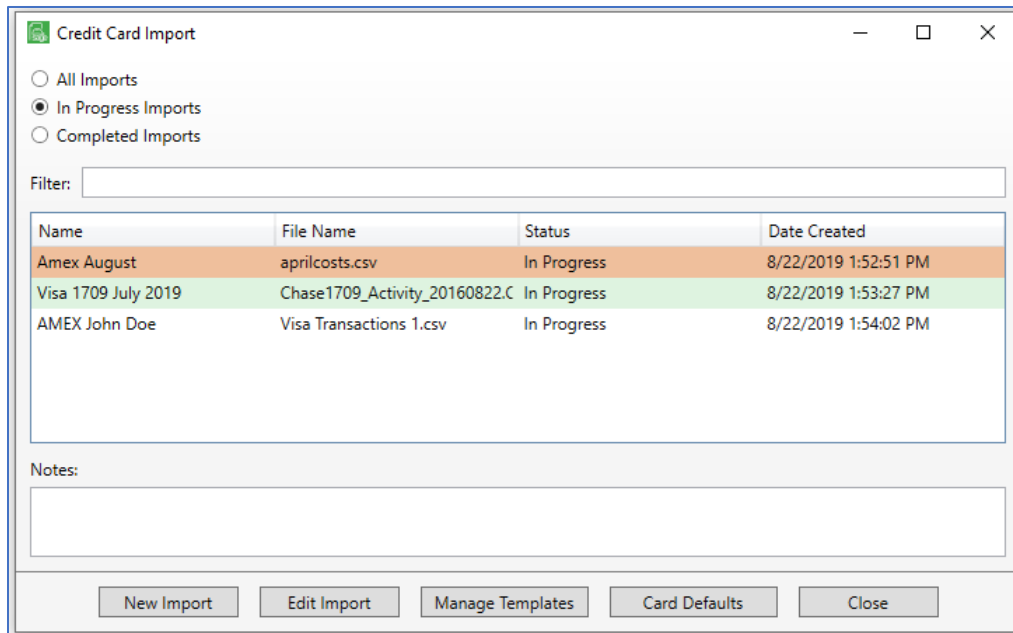
Viewing / Changing Import Settings

1. From the ribbon toolbar, click **APFlow**.



2. Click **Credit Card Importer**.

The **Credit Card Import** window similar to the following displays:



3. Highlight and existing import.

4. Click **Edit Import**.

The **Credit Card Importer** main screen similar to the following displays:

The screenshot shows the 'Credit Card Importer [Amex August]' window. At the top, there are icons for 'Save', 'Match Receipts', 'Manage Card Defaults', 'Manage Secondary Vendors', and 'Import Invoices'. Below this is a 'Show Import Information and Settings' section with tabs for 'In Progress Invoices' and 'Imported Invoices'. A 'Transfer Lines To' button is visible, along with a dropdown for '< New Invoice >' and a 'One Line Per Invoice' checkbox. A 'Remove All Invoices' button is also present.

STEP 1: Select a processor and enter any header default values to assign to the new invoice:

Processor: SPC Administrator

Vendor: 3 (Nations Bolt & Hardware Co) Invoice #: [] Description: [] Hold Job: [] Phase: []

Field PO #: [] Invoice Date: [] Due Date: [] Discount Date: [] Invoice Total: 0.00

Set to Pay: 0.00 Workers Compensation: 0.00 Hot List Discount %: 0.00 Discount: 0.00 Retainage: 0.00

Sales Tax: 0.00 Credit Card: [] AP Match Code: [] Document Class: []

STEP 2: Select which transactions you want to transfer into a new or existing invoice:

Transaction ID	Transaction Date	Transaction Amount	Transaction Type	Transaction Name
20190821-8.71POS DEBIT APL*ITUNES.COM/BILL 866-712-7753 CA	8/21/2019	\$8.71	DEBIT	POS DEBIT APL*ITUNES.COM/B
20190820-27.1NORTHWESTERN MU ISA PAYMNT PPD ID: 9000596067	8/20/2019	\$27.10	DEBIT	NORTHWESTERN MU ISA PAYMNT
20190819-7.99AMZN Mkt US*MA58G7K Amzn.com/bill WA 08/17	8/19/2019	\$7.99	DEBIT	AMZN Mkt US*MA58G7K Amzn.com/bi
20190816-99FACTOR75.COM HTTPSWWW.FACT IL 08/15	8/16/2019	\$99.00	DEBIT	FACTOR75.COM HTTPSWWW.FACT IL
20190815-26.15ON YOUR WAY GEISMAR LA 091545 08/15	8/15/2019	\$26.15	DEBIT	ON YOUR WAY GEISMAR LA 09
20190814-5.43PP*PP ROKU FOR RLJ EN 402-935-7733 CA 08/13	8/14/2019	\$5.43	DEBIT	PP*PP ROKU FOR RLJ EN 402-935-7733

Select All Unselect All Line Count: 8 Total Debits: \$201.61 Total Credits: \$0.00

STEP 3: Select a designated line type and fill in any default values for the lines you are going to transfer. Once complete, click the transfer button towards the top of this form.

Line Type: Job

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5. Immediately below the ribbon toolbar, click the following bar:

Show Import Information and Settings

The box similar to the following displays:

Modifications may be made to the active fields.

6. If necessary, change the name of the import in the **Import Name** field.
7. If the import should only be visible to the person who imported it, click to select **Restrict Access to Me**.

Important: Individuals with Supervisor access will also be able to view a restricted import.

8. As part of invoice creation associated with an import, an optional final step of **Import Completed** may be selected.

The selections can be reset for a new or existing import; however, once the import is marked complete, information cannot be changed.

By selecting **Import Completed**, database space housing temporary images in the importer is freed up.

The following dialog box displays to verify that this step was intended:

Choosing Unassigned Transactions

When the **Credit Card Importer** main screen displays, all the unassigned transactions in the imported file that have not yet been transferred to invoices are listed in the **STEP 2: Select which transactions you want to transfer into a new or existing invoice** grid.

STEP 1: Select a processor and enter any header default values to assign to the new invoice:

Processor:

Vendor: Invoice #: Description: Hold

Job: Phase: Field PO #: Invoice Date:

Due Date: Discount Date: Invoice Total:

Set to Pay: Workers Compensation: Hot List Discount %:

Discount: Retainage: Sales Tax: Credit Card:

AP Match Code: Document Class:

STEP 2: Select which transactions you want to transfer into a new or existing invoice:

Transaction ID	Transaction Date	Transaction Amount	Transaction Type	Transaction Name
<input checked="" type="checkbox"/> 20160703-51.06JEDS GRILL	7/3/2016	\$51.06	DEBIT	JEDS GRILL
<input checked="" type="checkbox"/> 20160627-1480.00TWO MEN AND A TRUCK 0303	6/27/2016	\$1,480.00	DEBIT	TWO MEN AND A TRUCK 0303
<input checked="" type="checkbox"/> 20160626-393.66LOWES #02645*	6/26/2016	\$393.66	DEBIT	LOWES #02645*
<input checked="" type="checkbox"/> 20160624-150.00(800)6836346 Vendini Tix	6/24/2016	\$150.00	DEBIT	(800)6836346 Vendini Tix
<input checked="" type="checkbox"/> 20160621250.00Payment Thank You - Web	6/21/2016	(\$250.00)	CREDIT	Payment Thank You - Web
<input checked="" type="checkbox"/> 20160607-539.00MSFT * E0200291AR	6/7/2016	\$539.00	DEBIT	MSFT * E0200291AR
<input checked="" type="checkbox"/> 20160606-133.00UNIQUE LLC	6/6/2016	\$133.00	DEBIT	UNIQUE LLC

Select All Unselect All Line Count: 42 Total Debits: \$5,777.43 Total Credits: (\$4,250.00)

Approval Alert Confidential Invoice Do Not Pay Lock Coding Lock Taxes

STEP 1: Select a processor and enter any header default values to assign to the new invoice

1. In the **Processor** field, use the dropdown to assign a processor.
2. In the header pane, enter all default values associated with the pending new invoice.

STEP 2: Select which transactions you want to transfer into a new or existing invoice

1. In the middle pane, where the unassigned transactions display, click to highlight any or all of the listed unassigned transactions.

Select All if appropriate.

Important: If each of the selected transactions should be on separate invoices, click to select **One Line Per Invoice**.

Once at least a single row is highlighted, the following icon becomes active:



2. Set secondary vendors on this screen.

STEP 3: Select a designated line type and fill in any default values for the lines you are going to transfer. Once complete, click the transfer button towards the top of this form.

1. Click the **Line Type** field dropdown to set the line type.
2. In the detail section fields, enter any default values that will be valid for the invoice lines.

3. Click the **Transfer Lines To** icon.

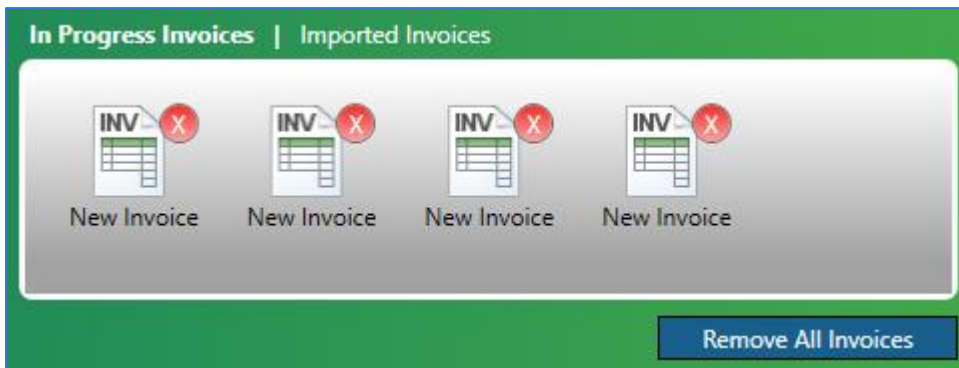
This moves those selected unassigned transaction(s) into a single **New Invoice** or a series of **New Invoices** (if **One Line Per Invoice** is selected).

The invoice(s) display in the **In Progress Invoices | Imported Invoices** pane adjacent to the **Transfer Lines To** icon, similar to the following:

Single Invoice



Multiple Invoices



Transferring Lines

Transferring lines is not limited to reviewing the unassigned transactions in the middle grid and transferring the lines into invoices.

If the lines will share the same settings, complete the appropriate fields in the header (top pane) and the detail (bottom pane).

In addition to selecting a specific Processor from the **Processor** field dropdown, for all selected transactions, the line type can be selected from the **Line Type** field dropdown.

When the **Transfer Lines To** icon is clicked and the selected transactions are moved to an **In Progress Invoice**, the field setting defaults move too.

From Unassigned to New Invoices

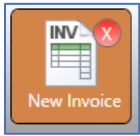
The screenshot shows the 'Credit Card Importer' window with the following components:

- Toolbar:** Save, Match Receipts, Manage Card Defaults, Manage Secondary Vendors, Import Invoices.
- Navigation:** Show Import Information and Settings, Show Sidebar.
- Transfer Lines To:** A large green arrow icon with a dropdown menu set to '< New Invoice >'. Below it is a checkbox for 'One Line Per Invoice' and a 'Remove All Invoices' button.
- STEP 1: Select a processor and enter any header default values to assign to the new invoice:**
 - Processor: SPC Administrator
 - Vendor: 833 (Test Vendor)
 - Invoice #: [] Description: [] Hold:
 - Job: [] Phase: [] Field PO #: [] Invoice Date: []
 - Due Date: [] Discount Date: [] Invoice Total: 0.00
 - Set to Pay: 0.00 Workers Compensation: 0.00 Hot List Discount %: 0.00
 - Discount: 0.00 Retainage: 0.00 Sales Tax: 0.00 Credit Card: []
 - AP Match Code: [] Document Class: [] Secondary Payee: [] Use Tax: []
- STEP 2: Select which transactions you want to transfer into a new or existing invoice:**

Transaction ID	Transaction Date	Transaction Amount	Transaction Type	Transaction Name
20160531-56.77	5/31/2016	\$56.77	DEBIT	ORIENTAL TRADING CO
20160529-44.86	5/29/2016	\$44.86	DEBIT	OFFICE DEPOT #697
20160526-171.02	5/26/2016	\$171.02	DEBIT	LOWES #02645*
201605172000.00	5/17/2016	(\$2,000.00)	CREDIT	Payment Thank You - Web
20160512-874.91	5/12/2016	\$874.91	DEBIT	MICROSOFT *STORE
20160508-74.04	5/8/2016	\$74.04	DEBIT	WALGREENS #13779
- Summary:** Line Count: 39 Total Debits: \$5,200.07 Total Credits: (\$4,250.00)
- Footer:** Approval Alert Confidential Invoice Do Not Pay Lock Coding Lock Taxes

1. Once unassigned transaction lines are selected, click the **Transfer Lines To** icon.

An **In Progress Invoice** is created similar to the following:



Click the **New Invoice** icon.

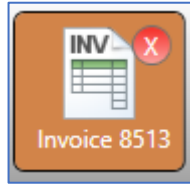
The **Credit Card Importer** main screen with the invoice-specific information similar to the following displays:

If appropriate, click the **Transfer Lines To** icon, , to return the selected transaction(s) back to the unassigned transactions grid.

This screen is set up to mirror the **Invoice Entry** screen functionality.

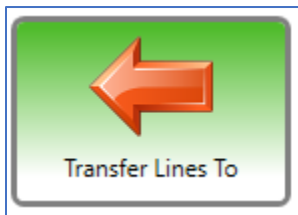
From Invoice to Invoice

To move transaction lines from one invoice to an existing invoice:

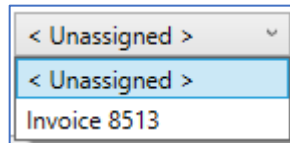


1. Click to highlight an **In Progress Invoice**,

The **Transfer Lines To** icon will resemble the following:



2. In the line grid, highlight to select the line(s) to transfer.



3. From the invoice dropdown, select the **In Progress Invoice** where the transaction line should move.

In this example, click to highlight *Invoice 8513*.

Note: If *<Unassigned>* is selected, the transaction line(s) will move back to the **Unassigned Transactions** grid.

The **Transfer Lines To** icon will resemble the following:



4. Click **Transfer Lines To**.

The highlighted lines have now been transferred from one invoice to another.

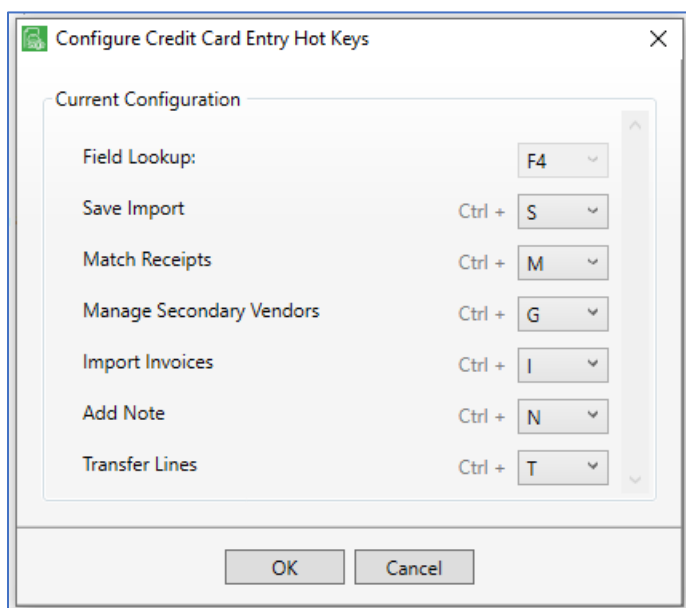
Hot Keys

There are default hot key configurations on the **Credit Card Importer** screen. Hot keys eliminate the need to click on a toolbar icon to open a window.



1. On the **Credit Card Importer** screen, above the toolbar at the far right, click the **Hot Keys** icon,

The **Configure Credit Card Entry Hot Keys** window displays:



The default configurations display in the window.

Note: The **F4 Field Lookup** key displays for informational purposes. It cannot be changed here. Administrators may change the **Field Lookup** in **System Settings** (accessed from the **Administration** ribbon toolbar).

2. To change the default configurations, use the dropdown associated with a specific action.

Important: The same hot key cannot be assigned to two separate actions.

Any function hot keys are available except for **F4**, and any **Ctrl + letter** hot keys are available except for **Ctrl+C**, **Ctrl+V** and **Ctrl+X**.

3. Click **OK** to assign.
4. Click **Alt** to display the assigned hot keys associated with the toolbars.

Sidebars

The **Credit Card Importer** main screen has two distinct sidebars.

With the **Unassigned Transactions**, the **Credit Card Importer** main window with associated sidebar similar to the following displays:

➤ **Import Notes** sidebar pane information is specific to an import.

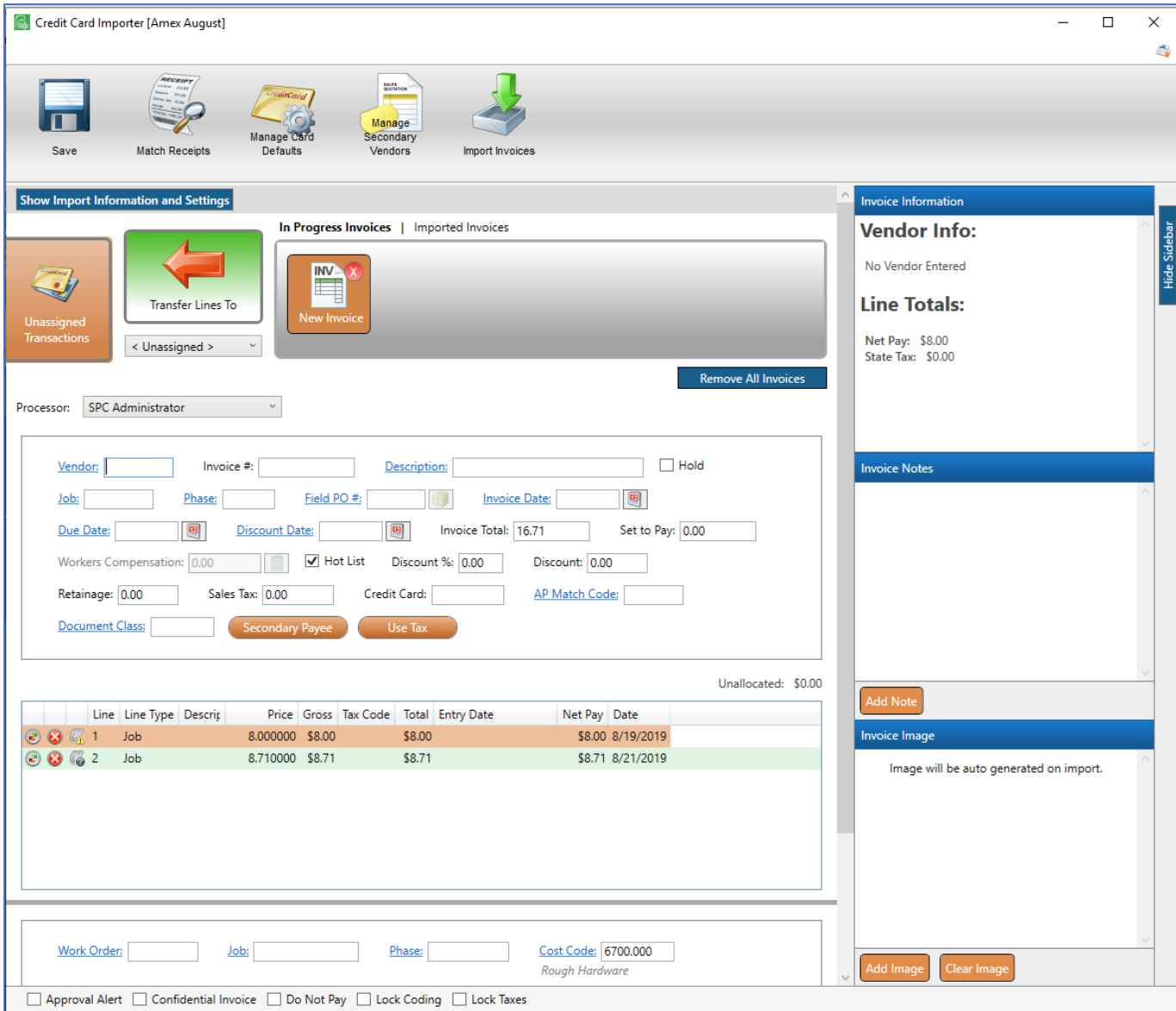
Click **Save** in the toolbar.

This note will display on the **Credit Card Import Notes** field.

➤ **Matched Receipt Information** sidebar pane is color coded:

- Goldenrod font indicates multiple receipts are matched.
- Red font indicates no receipts matched.
- Black font indicates a single receipt is matched.

With an active **In Progress Invoice**, the **Credit Card Importer** main window with associated sidebar similar to the following displays:



➤ **General functionality**

- Each section of the sidebar can be collapsed by clicking the blue title bar.
- If the section of the sidebar is collapsed, click the blue title bar to open it.
- The entire sidebar can be hidden by clicking **Hide Sidebar** on the side.
- When the **Credit Card Importer** main screen is re-accessed, Sage Paperless Construction "remembers" which sections were open and which were collapsed.

➤ **Invoice Information**

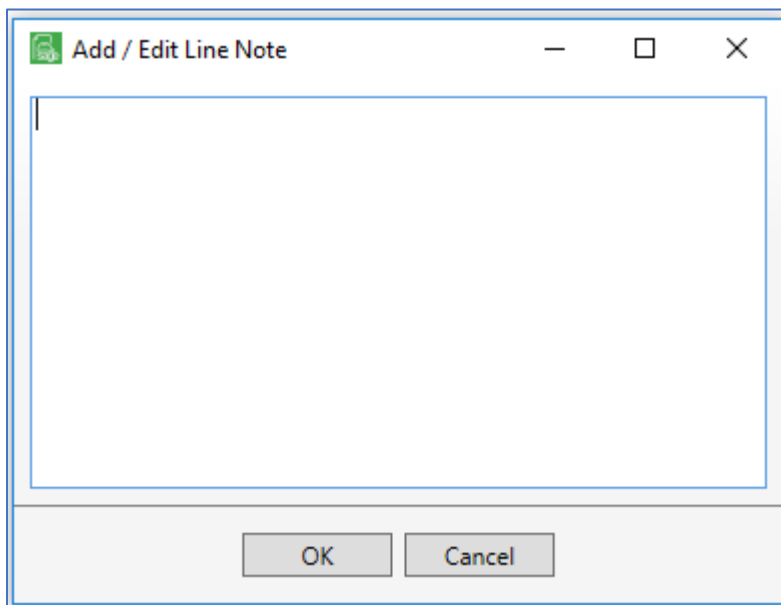
- In this section, information about the current invoice and the vendor displays.
- Information is reflective of the open invoice and typically includes the vendor address as well as invoice line totals.

➤ **Invoice Notes**

- Notes added to the **Import Notes** sidebar on the **Credit Card Importer** main screen (**Unassigned Transaction**) will display on the specific invoice in the **Invoice Notes** section.

➤ **Line Notes**

- Click **Edit Note** to display the following dialog box:



- Type the note in the text box and then click **OK**.

➤ **Invoice Image**

- This sidebar pane is where to add an image for each invoice.
- Click **Add Image** to locate the actual invoice or to activate a report generator to mock up an invoice based on invoice values.

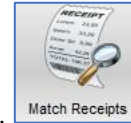
Note: These are the temporary images stored in the database.

- Images are tied to a particular invoice line.

Matched Receipts

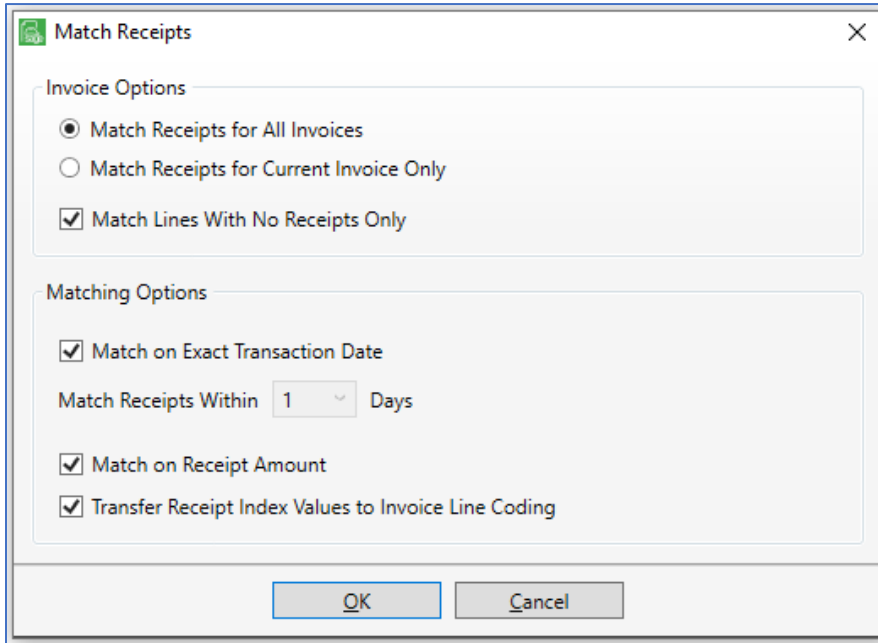
Match criteria for invoices and receipts are:

- Transaction Date
- Transaction Amount
- Transaction Amount



1. On the **Credit Card Importer** main screen toolbar, click **Match Receipts**,

The **Match Receipts** window displays:



2. In the **Invoice Options** pane, click the **Match Receipts for All Invoices** to match all receipts to all unassigned transactions listed on the **Credit Card Importer** main screen.
3. In the **Invoice Options** pane, click the **Match Receipts for Current Invoice Only** to narrow the match to only those transactions included in a highlighted invoice on the **Credit Card Importer** main screen.
4. In the **Invoice Options** pane, click **Match Lines With No Receipts Only** to match on receipts to transactions without existing matched receipts.
5. In the **Matching Options** pane, click **Match on Exact Transaction Date** to limit the match to the current date.
6. Use the dropdown in the **Match Receipts Within 1 to 7 Days** it select a number that represents a window of time from the current transaction date--from 7 days in the past up to 7 days in the future.

7. In the **Matching Options** pane, click **Match on Receipt Amount** to narrow the match search by a specific receipt amount.

Note: If multiple matches are identified, the first match in the list will be systematically selected.

8. In the **Matching Options** pane, if **Transfer Receipt Index Values to Invoice Line Coding** is selected, and multiple matches are identified, the first identified match index values are applied to the invoice line coding.
9. Click **OK**.

Matched Receipt Indicators on Invoice Lines

Invoice lines on the **Credit Card Importer** main screen include matched receipt indicators.

- If the following icon displays, a single receipt was matched:



No further receipt matching is necessary for that invoice line.

- If the following icon displays, no receipt is matched:



1. Click the icon to generate a **Request Line Receipt** dialog box similar to the following:

A screenshot of a Windows-style dialog box titled "Request Line Receipt". The dialog has a title bar with a green icon, a minus sign, a maximize button, and a close button. The main area is titled "Request Options" and contains a "User:" label followed by a dropdown menu showing "Margaret Hale". Below this are three checkboxes: "System Alert", "Email", and "Text", all of which are currently unchecked. At the bottom of the dialog are two buttons: "Request" and "Cancel".

2. In the **User** field, use the dropdown to select the appropriate user.
3. Select the method for sending the request.
4. Click **Request**.

A message similar to the following is sent to the user identified in step 2:

Amount: \$54.89
Transaction Date:
5/28/2019
Transaction ID: 5164818

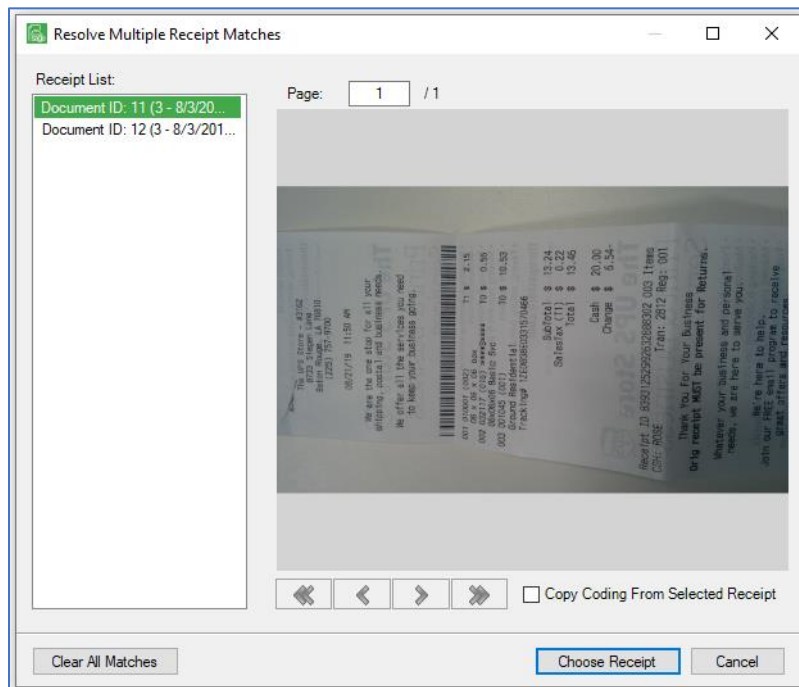
Nicole Meche has requested you enter a credit card receipt in Sage Paperless Construction for the following transaction:

Vendor #: 875
Vendor Name: American Express
Amount: \$1,330.20
Transaction Date: 5/28/2019
Transaction ID: 5314305

- If the following icon displays, multiple receipts were matched:



1. Click the icon to generate a **Resolve Multiple Receipt Matches** dialog box similar to the following:

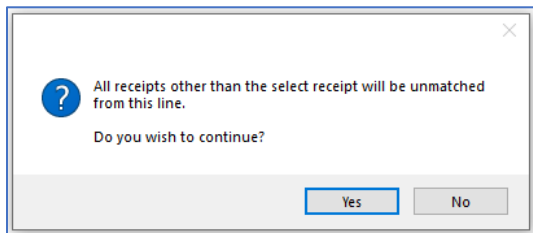


2. Click the entries in the **Receipt List** box. An image of the selected receipt displays.

Note: To transfer coding from a receipt, highlight the receipt entry in the list and click **Copy Coding From Selected Receipt**. Use this to override if **Transfer Receipt Index Values to Invoice Line Coding** is selected.

3. If none of the receipt entries are a match, click **Clear All Matches**.
If one of the receipt entries is a match, continue with step 4.
4. Click **Choose**.

The following prompt displays:



5. Click **Yes**.

Any unselected matches will be removed.

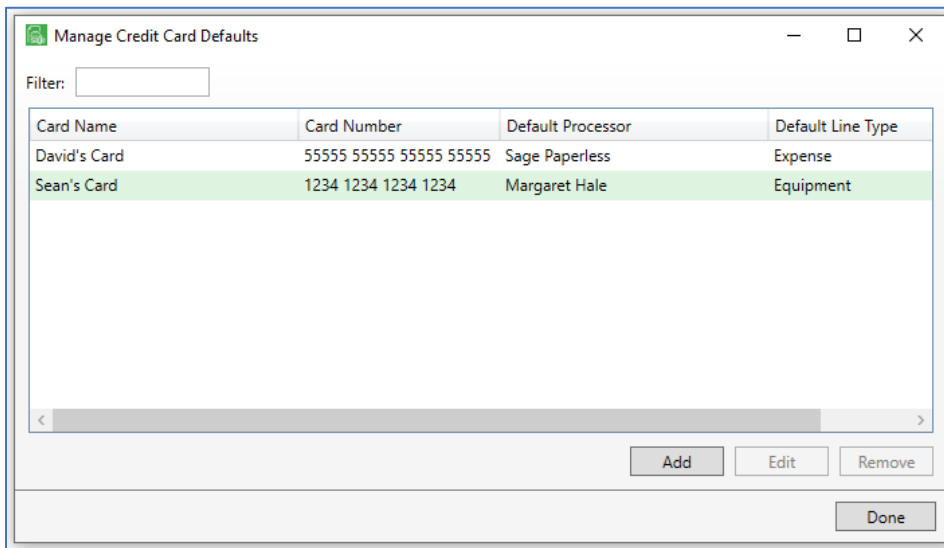
Manage Card Defaults

Use this utility to enter processor and/or line type defaults, based on a specific credit card.



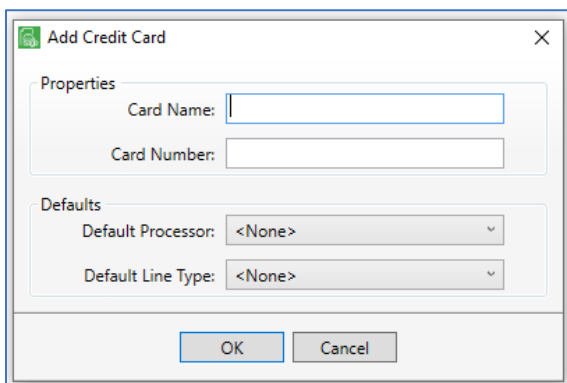
1. On the **Credit Card Importer** main screen toolbar, click **Manage Card Defaults**,

The **Manage Credit Card Defaults** window similar to the following displays:



2. If an existing entry needs to be modified, skip to step 9.
If a new credit card entry needs to be added, continue with step 3.
3. Click **Add**.

The **Add Credit Card** window displays:



4. In the **Card Name** field, type in a name that identifies the card.

- In the **Card Number** field, type in the credit card number.
Enter the number with or without spaces.
Do not enter dashes.
- In the **Default Processor** field, use the dropdown to select a processor name to always associate with the listed credit card.
If there is no processor name that should always be associated with the listed credit card, do not change the field default, which is *<None>*.

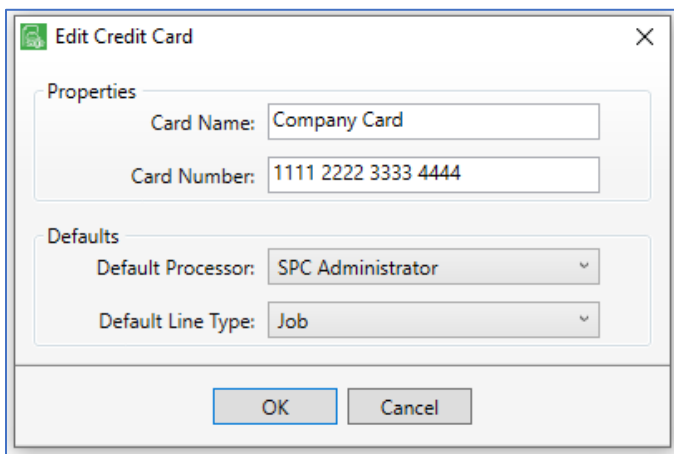
Note: It is not necessary to also select a line type.

- In the **Default Line Type** field, use the dropdown to select a line type to always associate with the listed credit card.
If there is no line type that should always be associated with the listed credit card, do not change the field default, which is *<None>*.

Note: It is not necessary to also select a processor name.

- Click **Done**.
- In the **Filter** field, begin to type identifying information (unique card name, number, processor, line type) to quickly locate an existing entry.
- Click to highlight the entry.
- Click **Edit**.

The **Edit Credit Card** window similar to the following displays:



The screenshot shows a dialog box titled "Edit Credit Card" with a close button (X) in the top right corner. The dialog is divided into two sections: "Properties" and "Defaults".

Properties:

- Card Name: Company Card
- Card Number: 1111 2222 3333 4444

Defaults:

- Default Processor: SPC Administrator (dropdown menu)
- Default Line Type: Job (dropdown menu)

At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

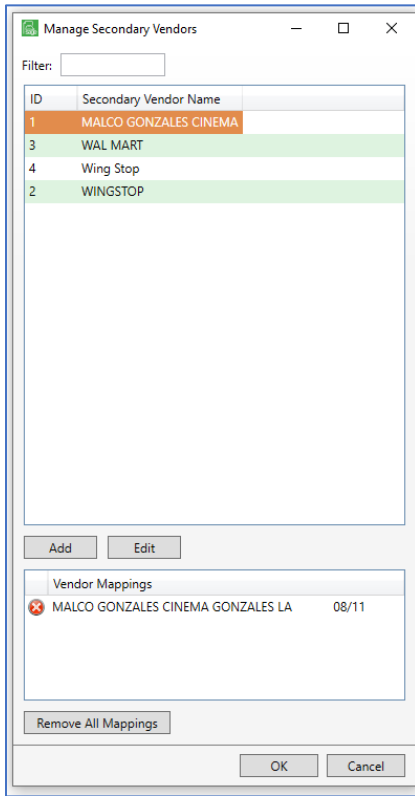
- Make any necessary changes.
- Click **OK**.

Secondary Vendors

Secondary Vendors on a credit card statement refer to those businesses/individuals from whom goods and services were purchased and were paid by credit card. The entries on the credit card statement are a record of those purchases.

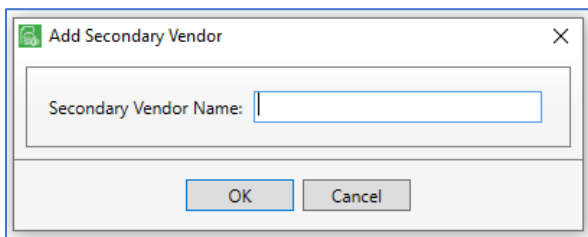
1. Click **Manage Secondary Vendors**, .

The **Manage Secondary Vendors** dialog box similar to the following displays:



2. Begin typing a secondary vendor name in the **Filter** field to narrow the search list.
3. Click **Add**.

The **Add Secondary Vendor** dialog box displays:



4. In the **Secondary Vendor Name** field, type the secondary vendor name that needs to be added.
5. Click **OK**.

Vendor Mappings

Secondary vendors displaying in the **Vendor Mappings** pane display as the actual vendor names that display on the credit card transactions.

Vendor names displaying in the upper **Secondary Vendor Name** pane, display the corresponding unique secondary vendor name. **Transaction Names** in the transaction lines may be changed to unique secondary vendor names through the **Manage Secondary Vendors**.

Note: To revert previously changed vendor mappings from the unique secondary vendor names to actual vendor names, click **Remove All Mappings**.

On the **Credit Card Importer** main screen:

- Unassigned transaction entries displaying in **bold** font already have a located secondary vendor.
- Unassigned transaction entries displaying in normal font do not have a located secondary vendor.
- Unassigned transactions entries displaying in *italics*, right click and select a secondary vendor manually from the list.

On the *Unassigned Transactions* view, within the **STEP 2: Select which transactions you want to transfer into a new or existing invoice** pane, set the vendor mappings.

1. Right click on a **Transaction Name** entry to reveal a dropdown list similar to the following:



2. Select an entry from the dropdown list.

All exact match entries will be replaced with the entry selected from the dropdown list.

Secondary Vendor Options with New Credit Card Imports

Secondary vendors are optional. A secondary vendor list only exists in Sage Paperless Construction. It does not exist in the bridged accounting system and has no impact on any vendor lists resident in the bridged accounting systems.

Use the **Secondary Vendor Options** on the **New Credit Card Import** window to search and filter on specific secondary vendors.

For example, American Express is the vendor. Secondary vendors would be Exxon, McDonald's, Home Depot, etc., wherever purchases were made and are reflected on the American Express credit card statement.

The screenshot shows a dialog box titled "New Credit Card Import". It has two main sections: "General" and "Secondary Vendor Options". In the "General" section, there are three input fields: "Import Name" (empty), "File Name" (empty with a browse button "..."), and "Template Name" (a dropdown menu showing "Amex August" and a "New Template" button). Below these are two checkboxes: "Use Vendor Mapping to Reapply Vendor Names" (checked) and "Restrict Access to Me" (unchecked). The "Secondary Vendor Options" section contains two checkboxes: "Create Secondary Vendors for Renamed Transactions" (checked) and "Create Secondary Vendors for Unique Transactions" (unchecked). At the bottom of the dialog are "OK" and "Cancel" buttons.

Under **Secondary Vendor Options**,

- If selecting **Create Secondary Vendors for Renamed Transactions**, **only** those secondary vendors that were manually edited will be included in the database. This is the default.
- If selecting **Create Secondary Vendors for Unique Transactions**, APFlow will capture **every** unique secondary vendor imported and saved in the database.
- If neither option is selected, no secondary vendors are created or populated on the invoice line.

Important: These two options are also listed--and can be selected or deselected--on the **Show Import Information and Settings** collapsible box on the **Credit Card Import** main screen.

The screenshot shows a panel titled "Hide Import Information and Settings". It is divided into two columns. The left column, "General Settings", contains three text boxes: "Import Name" with the value "Visa 1709 July 2019", "File Name" with the value "Chase1709_Activity_20160822.CSV", and "Template Name" with the value "Visa 1709". Below these are two checkboxes: "Restrict Access to Me" (unchecked) and "Import Completed" (unchecked). The right column, "Secondary Vendor Options", contains two checkboxes: "Create Secondary Vendors for Renamed Transactions" (checked) and "Create Secondary Vendors for Unique Transactions" (unchecked).

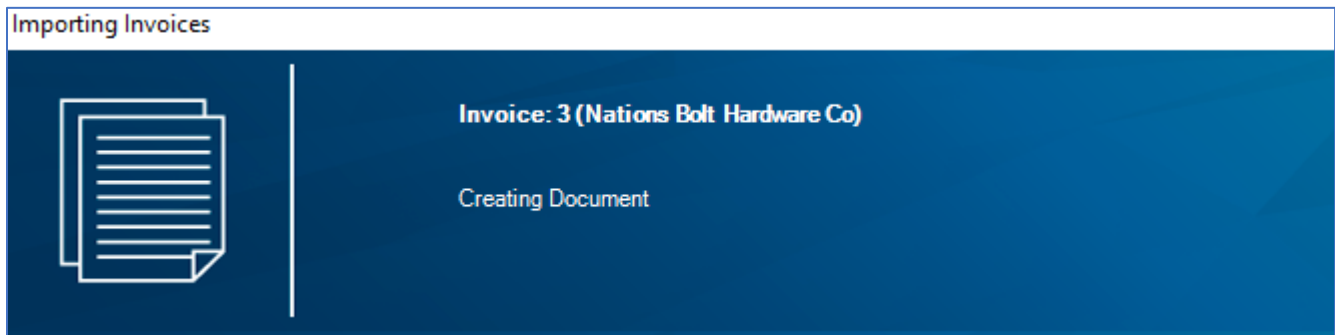
Importing



1. On the **Credit Card Importer** main screen toolbar, click **Import Invoices**,

2. Once the **Import Invoices** dialog box fields are completed, click **OK**.

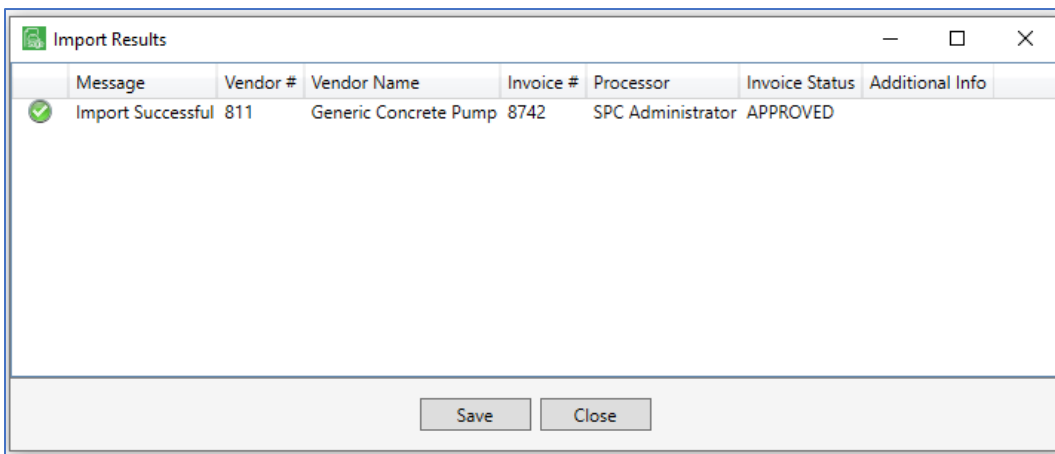
While the import is underway, the following displays:



Field validation is systemically performed similar to the field validations that occur in **Invoice Entry**. Required fields with missing, incomplete or inaccurate data display with red shading.

An **Import Results** dialog box will display.

Import Successful



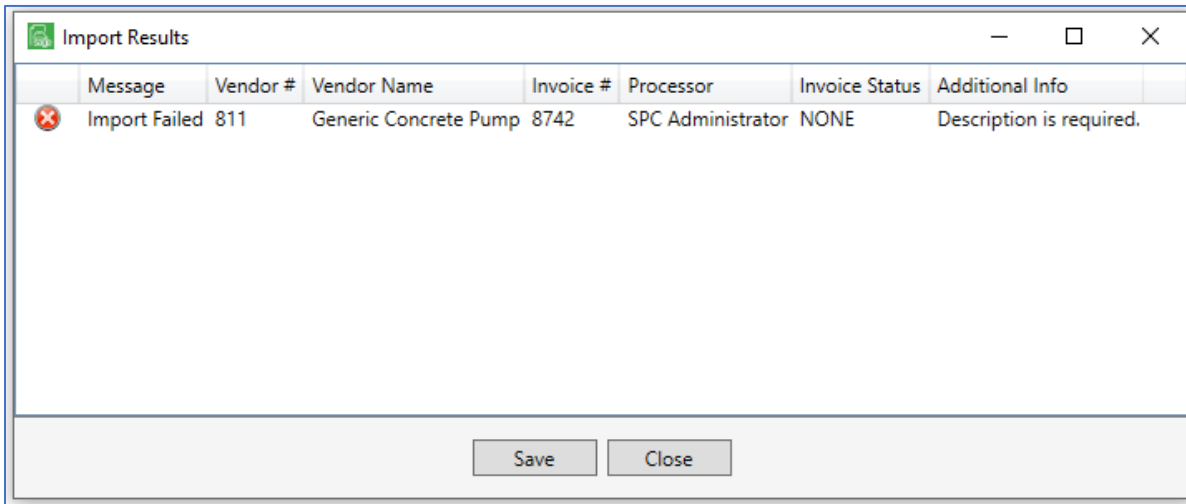
Click **Save**.

A **Save As** window will open with a systematically generated file to store in a folder of the user's choosing.

If appropriate, open the **Show Import Information and Settings** to access the **Import Completed** setting.

Important: Once an invoice is imported successfully, it becomes an historical record and cannot be modified.

Import Unsuccessful

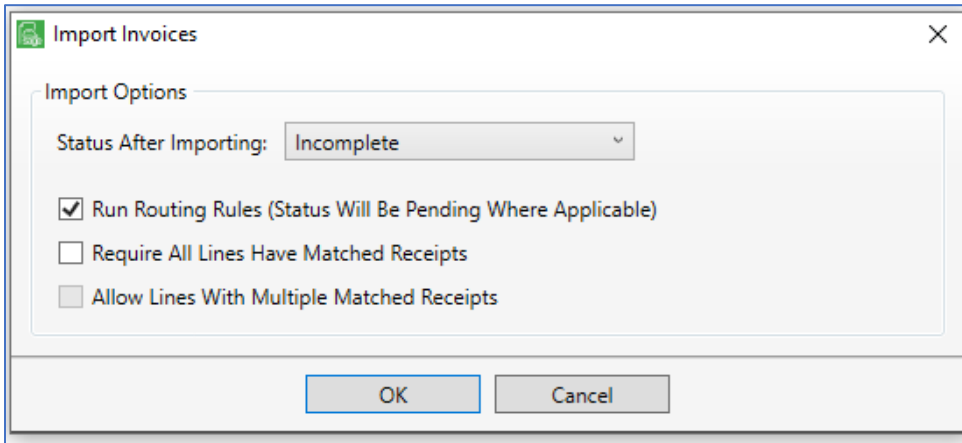


Click **Close** to re-access the **Credit Card Importer** main screen and make the identified changes, or click **Save**. A **Save As** window will open with a systematically generated file to store in a folder of the user's choosing.

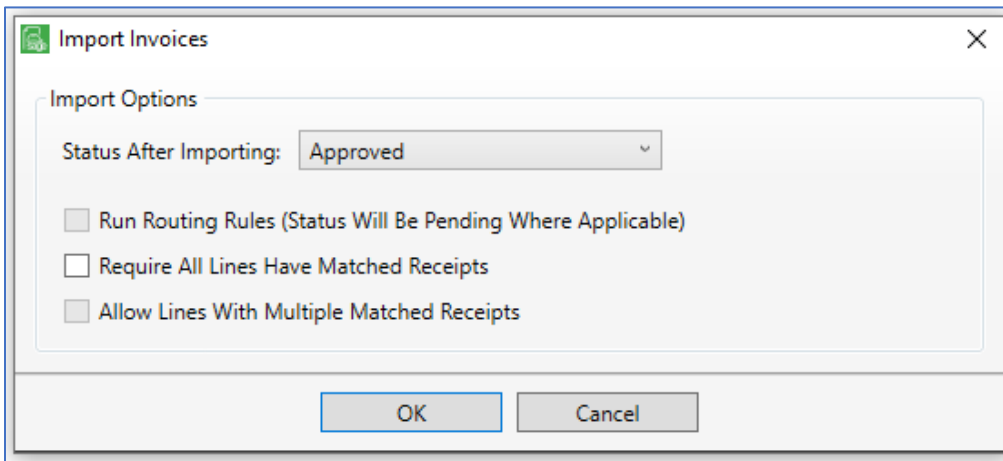
Status After Importing

The **Import Invoices** dialog box includes a **Status After Importing** option. The available choices below the **Status After Importing** are different, based on selected status.

Incomplete status after importing



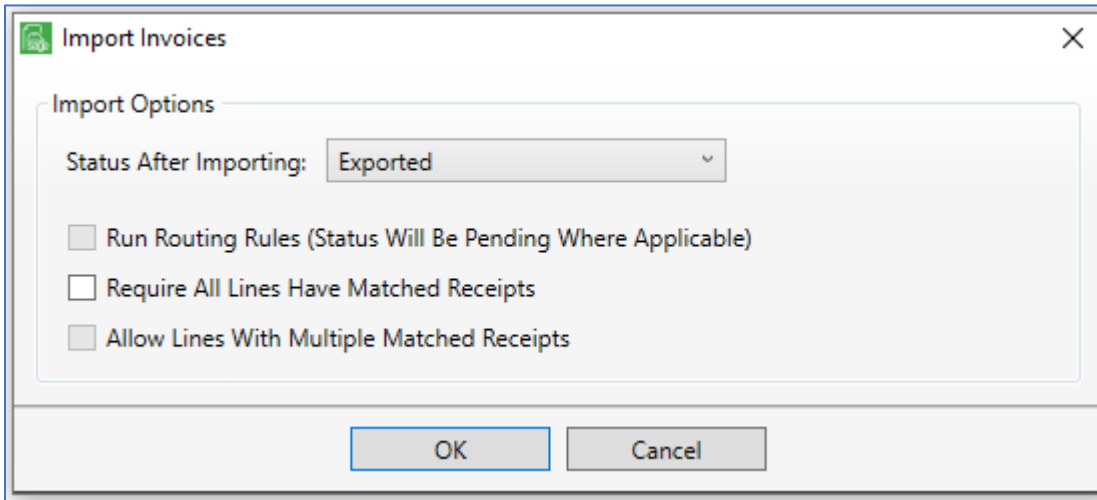
- **Run Routing Rules (Status Will be Pending Where Applicable)**
If this option is selected, Routing Rules will occur systematically and the status will change to *Pending*.
- **Require All Lines Have Matched Receipts**
If this option is selected, every line must have a matched receipt.
If this option is selected, then the following option (**Allow Lines with Multiple Matched Receipts**) can also be selected.
- **Allow Lines with Multiple Matched Receipts**
If this option is selected, lines may have multiple matched receipts
This option may only be selected if **Require All Lines Have Matched Receipts** was selected.
Selecting this option is not required.

Approved status after importing

The screenshot shows a dialog box titled "Import Invoices" with a close button (X) in the top right corner. Inside the dialog, there is a section labeled "Import Options" containing a dropdown menu for "Status After Importing" which is currently set to "Approved". Below the dropdown are three unchecked checkboxes: "Run Routing Rules (Status Will Be Pending Where Applicable)", "Require All Lines Have Matched Receipts", and "Allow Lines With Multiple Matched Receipts". At the bottom of the dialog are two buttons: "OK" and "Cancel".

- **Run Routing Rules (Status Will Be Pending Where Applicable)**
This option is not available with this status.
- **Require All Lines Have Matched Receipts**
If this option is selected, every line must have a matched receipt.
If this option is selected, then the following option (**Allow Lines with Multiple Matched Receipts**) can also be selected.
- **Allow Lines with Multiple Matched Receipts**
If this option is selected, lines may have multiple matched receipts
This option may only be selected if **Require All Lines Have Matched Receipts** was selected.
Selecting this option is not required.

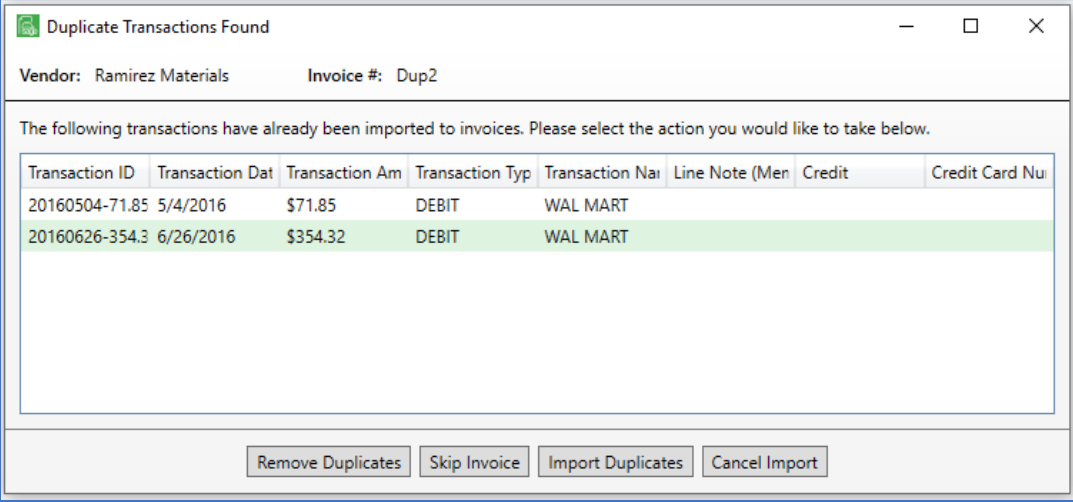
Exported status after importing



- **Run Routing Rules (Status Will Be Pending Where Applicable)**
This option is not available with this status.
- **Require All Lines Have Matched Receipts**
If this option is selected, every line must have a matched receipt.
If this option is selected, then the following option (**Allow Lines with Multiple Matched Receipts**) can also be selected.
- **Allow Lines with Multiple Matched Receipts**
If this option is selected, lines may have multiple matched receipts
This option may only be selected if **Require All Lines Have Matched Receipts** was selected.
Selecting this option is not required.

Duplicate Transactions Found

During the importing process, if transactions were previously imported and duplicate transactions identified, a **Duplicate Transaction Found** dialog box similar to the following displays:



Duplicate Transactions Found

Vendor: Ramirez Materials Invoice #: Dup2

The following transactions have already been imported to invoices. Please select the action you would like to take below.

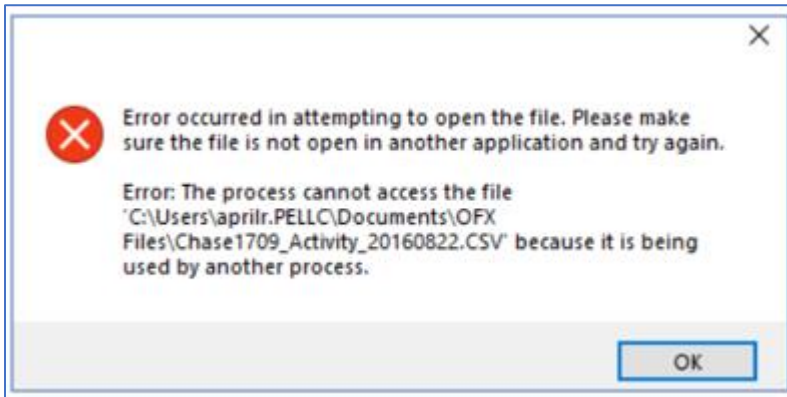
Transaction ID	Transaction Dat	Transaction Am	Transaction Typ	Transaction Na	Line Note (Men	Credit	Credit Card Nu
20160504-71.85	5/4/2016	\$71.85	DEBIT	WAL MART			
20160626-354.3	6/26/2016	\$354.32	DEBIT	WAL MART			

Remove Duplicates Skip Invoice Import Duplicates Cancel Import

Click to select the appropriate response, if duplicate transaction(s) identified, and based on the actual duplicate transaction.

Troubleshooting Potential Credit Card Statement Errors

Issue: Error occurred in attempting to open the file

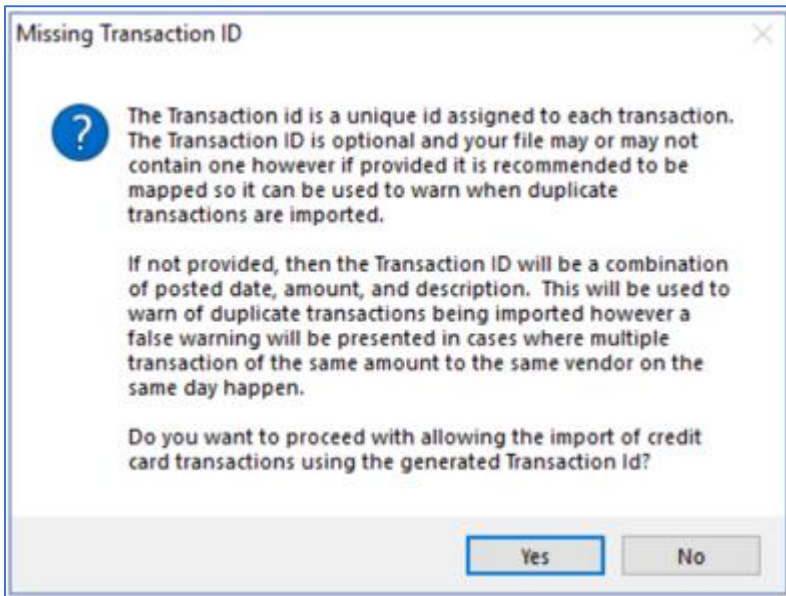


This error generates when the original file, opened during the template creation, is still open.

For instance, if **Excel** was opened to determine column delimiters and not closed, this error will generate.

Resolution

Close the original file and click **Preview** again.

Issue: Missing Transaction ID

This informational prompt displays if the optional **Transaction ID** field was left blank.

The standard formats all include a unique value (**Transaction ID**) generated for each transaction, but other formats may not include a unique value.

The unique value is used by Sage Paperless Construction to determine if the transaction was already added to an invoice to avoid unintentionally invoicing the transactions more than once.

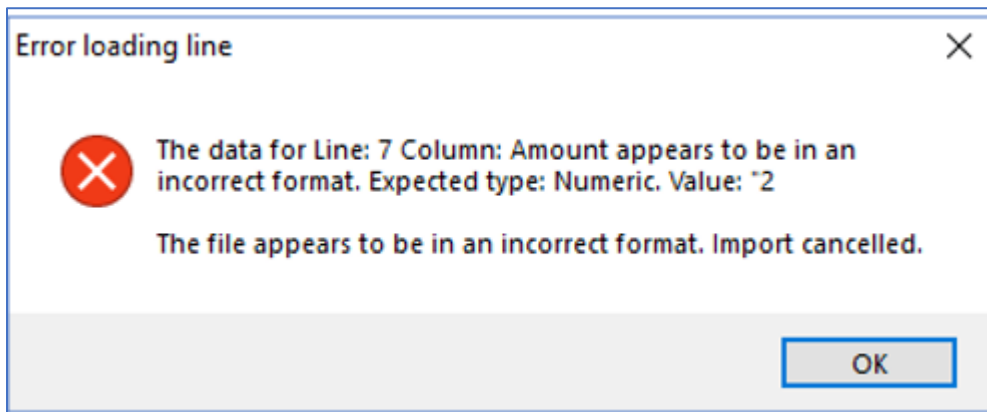
This prompt explains how Sage Paperless Construction generates a unique value when one is not provided.

Resolution

Click **Yes** to continue. Sage Paperless Construction will generate one.

Click **No** to return to the Template to manually enter the column containing a unique value for each transaction.

Issue: Error loading line



Resolution

This error generates when a value "is read" in a column but is not in the expected format.

One likely cause could be that an incorrect column position was entered.

Another likely cause is the use of a Text Delimiter in the file that is not specified in the template.

In the **Notepad** entry example, there is an amount listed that includes a comma and is surrounded by double quotes: "2,000.00".

If *None* displays in the **Text Delimiter** field, the *2,000.00* entry will be "read" by the system as 2.

Issue: Web users are unable to submit credit card receipts

Resolution

An individual using **eCapture** to capture credit card receipts may choose to either *Index* or *Send to Queue* the credit card receipt.

If they choose **Queue** instead of **Index**, a queue must be identified for the individual.

1. From the ribbon toolbar, click **Administration**.



2. Click **Queues**, .
3. From the dropdown, click **Queues**.
4. From the **Queues** window, highlight the queue the user should select when capturing credit card receipts.
5. Click **Edit Queue**.
6. From the **Queue Properties** window, click the **Web Users** tab.
7. Assign the web user to a particular queue by clicking to highlight the user's name and then clicking the green arrow



icon, , to move the user's name from the **Available** pane to the **Assigned** pane.

8. Click **Save**.

Creating Secondary Vendor Drilldown Report

Most APFlow reports are based on the vendor to which the invoice is assigned.

A special report, **AP Secondary Vendor Drilldown**, is available and provides historical information on the secondary vendors captured during the credit card import process.

The screenshot shows a web application window titled "Sage Paperless Construction Report Viewer". The main content area displays a report titled "Secondary Vendor Drilldown" with the Sage logo. The report includes the following filters:

- Vault -
- Vendor - All Vendors
- Secondary Vendor - All Secondary Vendors
- Invoice Date: 1/1/2000 to 1/15/2019
- Due Date: 1/1/2000 and 1/15/2019
- G/L Code - All G/L Codes
- Exported Between:
- Reviewer - All Reviewers
- Invoices > \$0.00
- Status - All Statuses

Below the filters is a table with the following columns: Vendor Name, Invoice #, Date, Amount, Status, and Exported. The table is currently empty. At the bottom of the window, the status bar shows "Current Page No.: 1", "Total Page No.: 1", and "Zoom Factor: 100%".