Importing Remittance Data

This feature lets you import check remittance information and post it to accounts receivable. You may receive this data in the form of a Microsoft Excel® spreadsheet either from an individual customer or from a bank. Banks view the check stub or remittance attached to the check and manually enter the information in a spreadsheet. When you receive the spreadsheet, you can import the details into accounts receivable.

To successfully import remittance information, the spreadsheet you use must contain the correct data and be properly configured. When you receive the document, you can add additional columns and change existing data.

Getting Started

Download the template. This spreadsheet is also included in the software installation and is saved in the C:\ Program Files (x86)\ECi\DDMSPlus Client\Data\Templates folder. For your import to work properly, you must set up your Excel spreadsheet using the following criteria:

- Your column names must be the same as the template provided. The column names do not have to be in the same order but must exist.

- If there are several worksheets in the spreadsheet, the system pulls information from the worksheet with the lowest value. For example, Worksheet A is imported before Worksheet B.

- The number of lines in your spreadsheet affects the import time.

- The spreadsheet can be created on a client or server. You can import/export from a computer that does not have Excel installed. However, if you are using Excel version 2008 or later, you must have Excel software installed on the machine that you are using. If you are using an earlier version of Excel, you do not have to have Excel installed on the machine to use this feature.

Note: If you need to open an Excel 2007 document on a computer that does not have Microsoft Excel installed, you can download and install Microsoft data connectivity components. Doing so lets you acquire the Microsoft.ACE.OLEDB.12.0 provider so the document can be opened. For instructions, see https://www.microsoft.com/en-us/download/office.aspx.

Configuring the Excel Spreadsheet

Open the Excel spreadsheet. It must include the following information:

- Invoice number

- Check number

- Amount paid

While not required, your spreadsheet could also display additional columns of information, including those shown below. The system uses the information from the spreadsheet to match on accounts receivable data. Therefore, the more data the spreadsheet includes, the better your search results.

- Customer account number

- Check total

- Paid date

With your document open in Excel, you must also define your columns of data. The first eight rows determine the data type for the columns. This helps the system determine the type of information being imported, numeric and alpha-numeric characters, for example. When importing, your columns of data may be defined as General by default. You must decide if the columns should be defined as General or Text. We recommend that you only change the columns if necessary.

If your data cells contain leading zeros and you define the columns as General, then your leading zeros are be removed. If your data cells contain leading zeros and you define the columns as Text, then your leading zeros remain intact. For example, if you are importing account numbers, general ledger numbers, or item numbers, you would not want the leading zeros removed so do not define your columns as General.

1. Open your document in Excel.

2. Highlight the columns to change.

3. Click the down arrow in the General box.

4. Select Text. This ensures that both numeric and alpha-numeric customer accounts and invoices properly import. For more details, see https://support.office.com/en-us/excel.
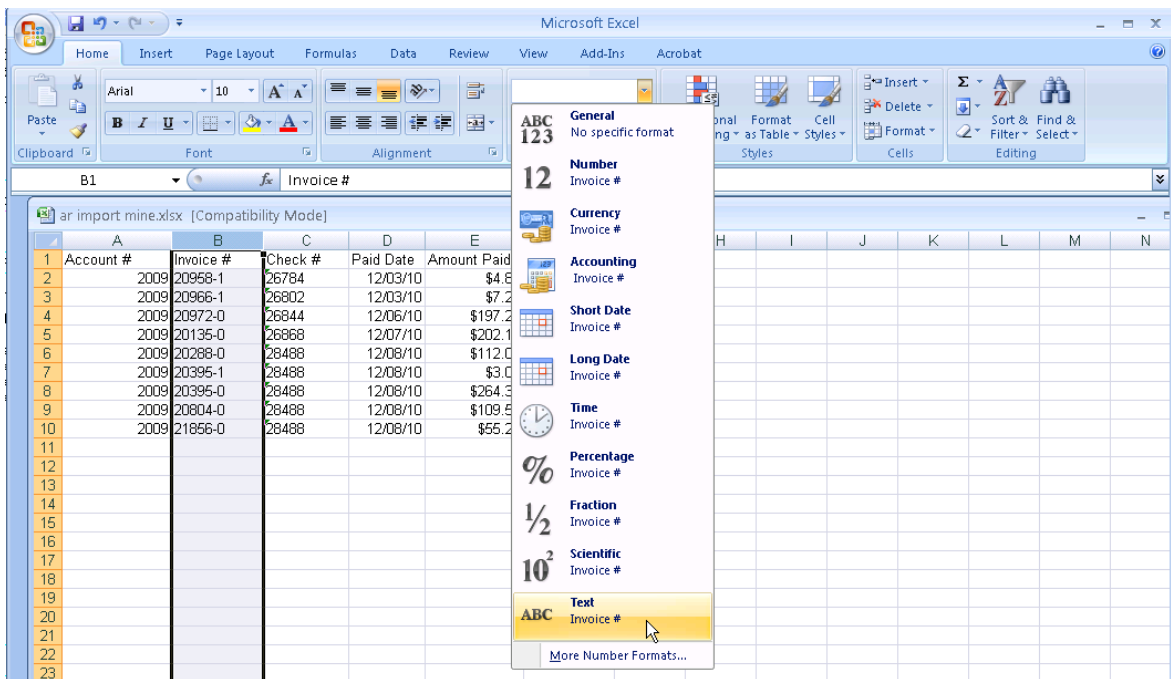
5. After changing the column default from General to Text, you must also reenter the existing values after reformatting the Excel column. Click the Data tab.
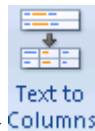
6. On the menu, click Text to Columns. Set the data type for the new information.

Importing the Data

1. From the Main Menu, double-click .

2. Click the Action menu and select Import Remittances.

3. When the Batch Information dialog box opens, specify the batch number for this posting.

4. The Control G/L box displays the general ledger control number for this posting. This information comes from the A/R Control field in the (L2) G/L Master Numbers screen. This is the general ledger account for the accounts receivable balance, if you are live on general ledger. We recommend you accept the default G/L number. (You should only change the A/R Control number in the (L2) screen.)

5. In the Post Date box, you can type a new date, or accept the default date. This box defaults to the system date. The posting date indicates when a posting is made.

6. When you finish entering the batch information, click OK.

7. The Select Import File dialog box automatically opens so you can select the file to import. The Files to Type box defaults to import an Excel worksheet. Scroll to the location on your hard drive where the file to import is stored and click Open.

8. The Import Details dialog box opens, displaying information for the spreadsheet selected. This includes the Seq through Exceptions boxes. (The Seq box indicates the line from the spreadsheet.)


Exceptions shown could include the following:

- **Leading C Removed for Credit**: If the invoice begins with a C in the first position, the system searches for the invoice without the leading C. If found, the remittance information is posted to the invoice number without the leading C. An exception is logged.

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- **Suffix Inserted Into Inv #**: If the invoice does not contain a dash number, a dash is added before the last digit and search performed on the account. If found, the remittance information is posted to the invoice with the dash. An exception is logged.

- **User Assigned Account #**: If the customer account shown on the spreadsheet cannot be found in the system, you must select the account. An exception is logged.

- **Invoice Created**: If the customer account shown on the spreadsheet exists but the invoice does not exist, the remittance is posted to the account for the invoice. An exception is logged.

- **Account # Changed From Invoiced Acct #**: If the customer account shown on the spreadsheet is different from the system account for the invoice, the invoice is not posted to the system account. An exception is logged.

If the Account box is blank, you can choose the account for this remittance. To do so, click [icon]. The Customer Selection dialog box opens.

9. Double-click the account shown in the bottom of the dialog box or click [icon] to open the Customer Query dialog box and choose the account.
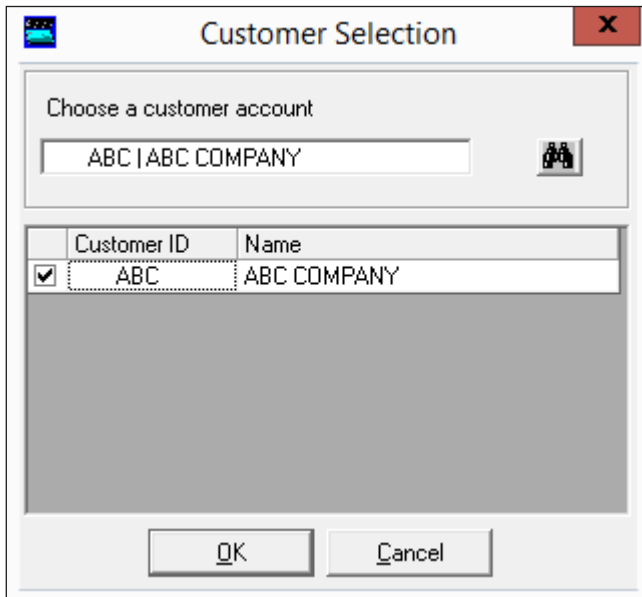
10. Remaining issues must be corrected before the data can be imported. You can correct problems using the original spreadsheet. Then import the updated spreadsheet again.

11. When you are ready to import the remittance data, click Import. When importing a spreadsheet, if it includes more than one worksheet, the system imports the worksheet with the lowest value. For example, Worksheet A is imported before Worksheet B.

12. The information appears in Notepad. You can view, print, and save to a file. If you do not save the information and import the same remittance data again, the new data overwrites the existing data. At this point, the system posts the remittance data to the batch number you specified.