

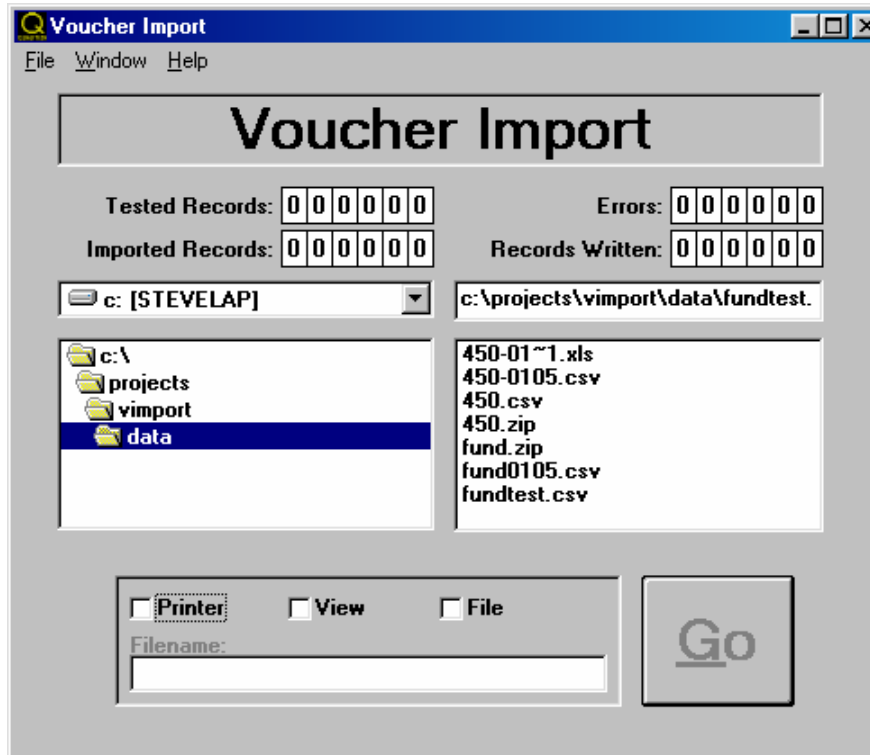
SKYLINE ENHANCEMENT MODULE

AUTOMATIC VOUCHER IMPORT

AUTOMATICALLY IMPORT VOUCHERS

This program allows users to import voucher information into a spreadsheet which is then saved as a .csv file. Once saved the file is inloaded into Skyline's A/P Invoice file. The user selects the location of the input file. Then chooses the output destination (any combination of printer; view or File can be used). Then Click the Go button. The program will run through the import file and stop and display any voucher that does not add up to the total from the input file. The input file must be repaired before continuing. If all voucher distribution amounts add up to the voucher totals the program will complete the testing phase. The testing phase tests

for data in the input file and validates the records to Skyline data. Any errors will be printed to the selected output device and the program will not import any data into Skyline until all errors are corrected. When validation is complete and the file is correct the program imports all vouchers into Skyline.



Required input file configuration for the comma separated file (.csv) is:

- Field 1: Company or fund number
- Field 2: Vendor Code
- Field 3: Any number. Every new number represents a new voucher
- Field 4: Skyline G/L description
- Field 5: Invoice date (format: MM/DD/YY)
- Field 6: Spare
- Field 7: Spare
- Field 8: Voucher Total – each line needs a total for all distributions or the voucher
- Field 9: Spare
- Field 10: Spare
- Field 11: Skyline Company number
- Field 12: Skyline G/L account number
- Field 13: Spare
- Field 14: Distribution Amount