

Quick Start Guide for Practice Management AR Payment Import Utility

Prerequisites

Excel must be installed on the computer.

Practice Management Version 2017.01 or higher must be installed on the computer.

Any employee who needs to use the AR Payment Import Utility must first log into Practice Management once on that computer (the utility's security is integrated with Practice Management's security).

Any employee who needs to use the AR Payment Import Utility must have Accounts Receivable "Enter Payments" security privileges in the Practice Management "Security Setup" screen (screenshot below).

You may change the security privileges for all employees by clicking on default settings on the employee list and choosing your firm's default settings in the security privileges list.

To change individual employee privileges choose the employee and override the default settings.

Click to undo changes for this employee

Undo Changes

To copy the security privileges of another employee, click below.

Copy Options

Default for All Employees

Individual Employee Privileges

Employee Name / Employee Code

Diamond, Michael L. (563)

SECURITY PRIVILEGES	YES	NO	OVERRI...
Report Writer - Setup	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Report Writer - Delete	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Accounts Receivable Privileges	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes
Enter Payments	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes
Print Deposit Slip	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes
Update AR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes
Calculate Finance Charge	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes
Print Statements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes
Dunning Letters	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes
Apply Later Distribution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes
Correct AR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes
Lookup AR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes
A/R Entry Notes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes
Load Beginning Balances	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes
Staff Time Privileges	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Staff Time Entry	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Banked Hours	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Bill Manager Alert	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Reset Passwords Password Expiration Print Security List Close

Installation

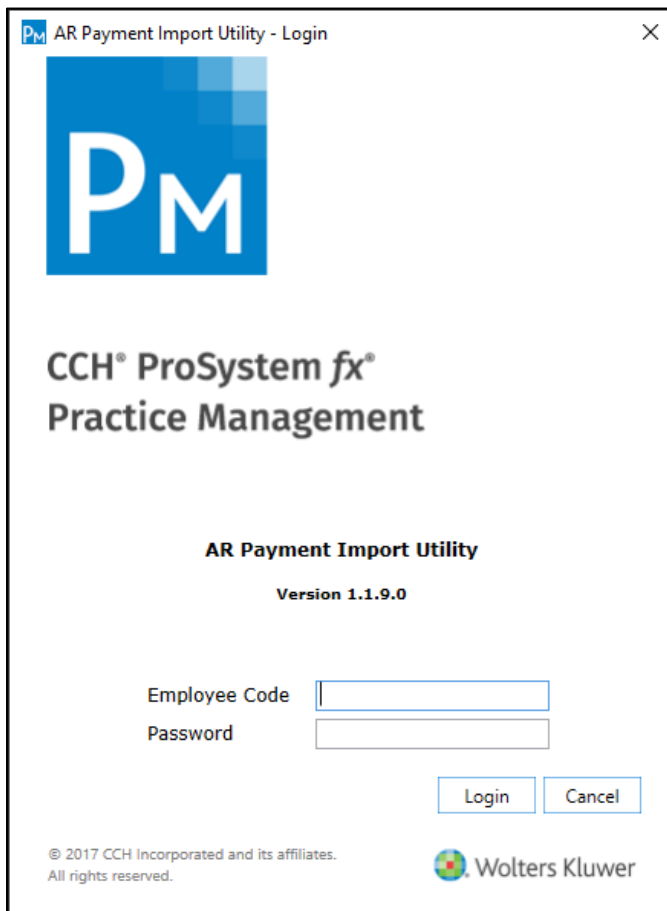
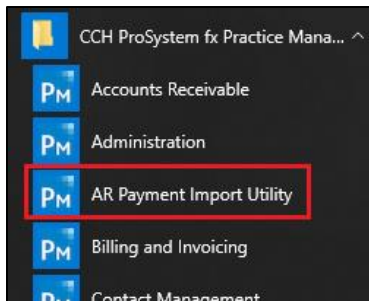
The Wolters Kluwer Specialty Services team will email you a link to download a “setup.msi” file.

To install the AR Payment Import Utility, simply run the “setup.msi” file.

First Time Walk Through – Start Up and Login

Start the AR Payment Import Utility by clicking the “AR Payment Import Utility” shortcut in your Windows Start menu (first screenshot below).

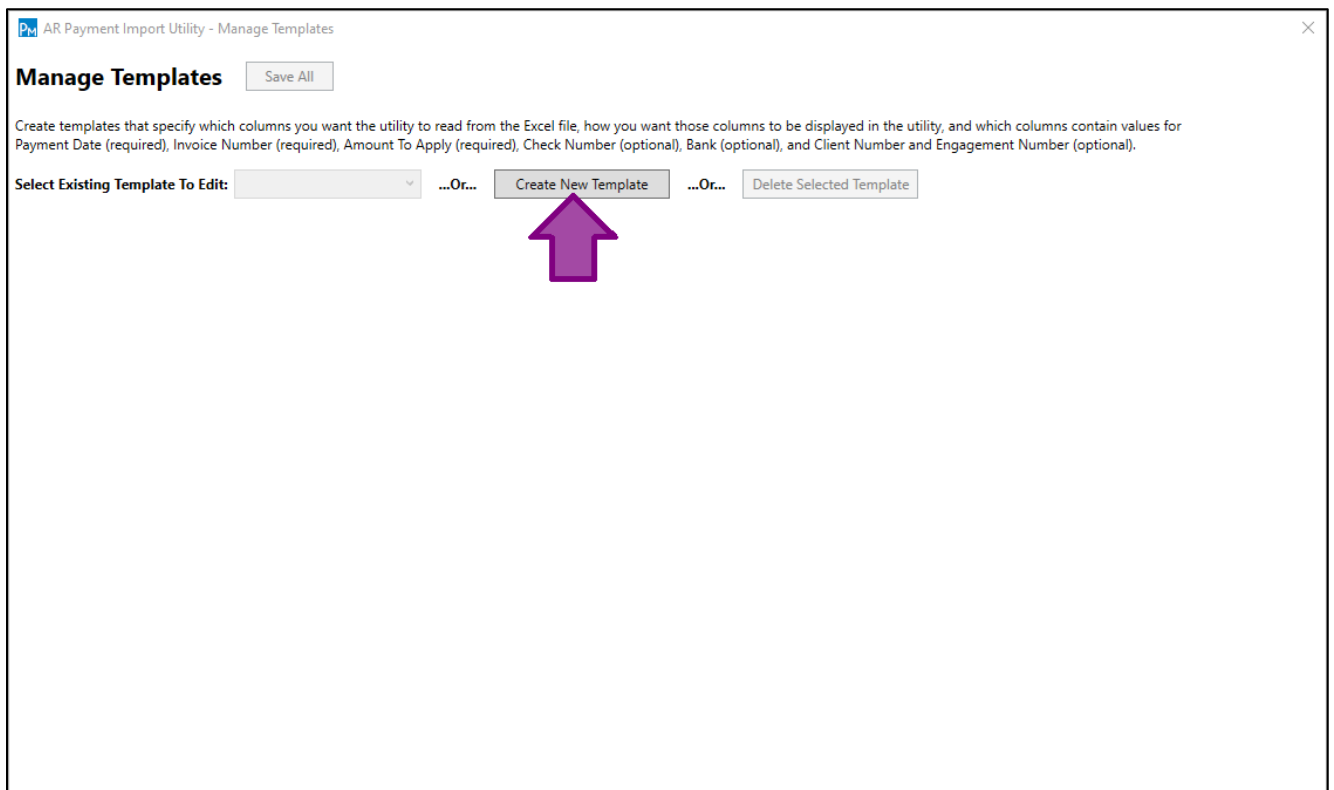
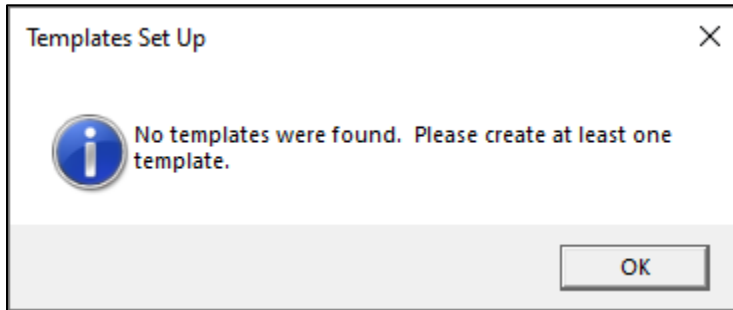
Log in using your Practice Management login credentials (second screenshot below).



First Time Walk Through – Template Setup

The first time you use the utility you won't have any templates set up yet, so you'll get prompted to create a template (first screenshot below) and be taken directly to the "Manage Templates" screen (second screenshot below).

In the "Manage Templates" screen, click the "Create New Template" button (second screenshot below).



In the “Manage Templates” screen, you see all the fields needed to create a template (screenshot below).

So, what is this “Template” used for? The template you create describes your Excel file to the utility and tells the utility which columns and rows it should read or ignore, when looking for data in your Excel file.

You’ll have to set up your template once, the first time you run the utility, and then you’ll save the template, so you won’t have to set it up again next time. Of course, you can always come back later and edit your saved template or add new templates or delete existing templates.

You might be importing Excel files from only one source, and if that’s the case, you’ll only need to create one template to describe that one Excel file layout. But if you have Excel files from multiple different sources (for example, some Excel files from your bank and other Excel files from your online electronic payment service), each of those different sources will likely use a different layout when they create their Excel files. So in that case, you’d need to create a separate template for each source that describes what that source’s Excel file layout looks like (for example, you might end up creating both a “Bank Receipts File” template and a “E-Payments File” template).

When creating your template, if there is invalid or missing data in a field, it will be boxed in red (screenshot below). If you hover your mouse pointer over a red box, then a tool tip will appear that tells you what’s wrong with the field’s current value or selection.

Manage Templates Save All

Create templates that specify which columns you want the utility to read from the Excel file, how you want those columns to be displayed in the utility, and which columns contain values for Payment Date (required), Invoice Number (required), Amount To Apply (required), Check Number (optional), Bank (optional), and Client Number and Engagement Number (optional).

Select Existing Template To Edit: New Template ...Or... Create New Template ...Or... Delete Selected Template

Template Name: New Template First Row Contains Headers? Yes No

Importing Check Numbers? Yes No Importing Banks? Yes No Importing Client Numbers & Engagement Numbers? Yes No
(required when imported Invoice Number is 0)

Display Order:	1	2	3	4	5	6	7	8	9	10
Enable Display:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Header To Display:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Excel File Column:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contains Payment Date:	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contains Invoice Number:	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contains Amount To Apply:	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contains Check Number:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contains Bank:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contains CltNum.EngNum:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Let's talk through what each of those template fields mean, then afterwards we'll show you an example Excel file and an example template we created to work with our example Excel file. Then finally we'll finish off the walk through by having you create your first template.

Looking at the fields used for creating a template (shown in prior screenshot)...

Template Name – This field is a name you give your template so you can identify it. It's important to give your templates good descriptive names so you can easily differentiate between templates later when you must select a template before importing an Excel file. For example, "Bank Receipts File" or "E-Payments File" would be good descriptive template names, but "Template 1" or "Jason's Template" would be a bad vague template name.

First Row Contains Headers (Yes/No) – This field tells the utility whether the first row in your Excel files will contain a header (like "Check Amount") that should be ignored or actual data (like "100.00") that should be read and imported.

Importing Check Numbers (Yes/No) – This field tells the utility whether your Excel files will contain check numbers that need to be imported into Practice Management. Your selection here also enables or disables the "Contains Check Number" fields (discussed later).

Importing Banks (Yes/No) – This field tells the utility whether your Excel files will contain banks that need to be imported into Practice Management. Your selection here also enables or disables the "Contains Bank" fields (discussed later).

Importing Client Numbers & Engagement Numbers (Yes/No) – This field tells the utility whether your Excel files will contain client numbers and engagement numbers. Your selection here also enables or disables the "Contains CltNum.EngNum" fields (discussed later).

This is an advanced feature that not everyone will use. If you're unsure whether you want to use this feature, we suggest you start with this field set to "No" (disabled).

If do you want to use this feature, you'll trigger it on a row by row basis, by populating a spreadsheet row as follows:

- *If the column containing your invoice number value contains the value "0" (zero), that tells the utility to ignore the invoice number, use the client number and engagement number instead, and apply the payment only to later distribution (not to an invoice or finance charges). But if the invoice number is not "0", the utility will use the invoice number, ignore the client number and engagement number, and you'll be able to request the payment be applied to the invoice, finance charges, or later distributions.*
- *When used, the column containing your client number and engagement number, must be populated with one value that is the client number and engagement number concatenated together, but separated by a "." (period or decimal) character. An example value might look like "5603.001", with "5603" being the client number and "001" being the engagement number.*

Display Order – These fields cannot be changed. The number in each of these fields (1-10) is simply telling you the order these columns' data will be displayed in the utility's UI grid after being read from your Excel file. In other words, each of these fields/numbers coincides with one of ten columns in the utility's UI grid.

Enable Display – These checkbox fields enable or disable a column in the utility's UI grid. You need a column enabled for every column you want read from your Excel files (columns you want to import and columns you may just want to see as a reference when researching and correcting invalid data). You can enable up to 10 columns.

Header To Display – These fields are the headers that will be used when your Excel file data is displayed in the utility's UI grid. You can make them different than the headers in your Excel file – this gives you the opportunity to use a header that is more understandable or formatted prettier than the headers that are present in your Excel file.

Excel File Column – These fields allow you to select a column from your Excel file that you want the utility to read and display. These columns you specify to read and display do not necessary have to be in the same order as they appear in your Excel file and you do not have to use every column in your Excel file (for example, you could select to read/display columns "A – B – C – D – E" or you could select "Z – B – R – M – T" and either could potentially work as long as your Excel file has data in those columns). Available selectable columns are A through Z.

Contains Payment Date – Selecting one of these fields tells the utility which column in your Excel file will contain the Payment Date value, which is required for import into Practice Management.

Contains Invoice Number – Selecting one of these fields tells the utility which column in your Excel file will contain the Invoice Number value, which is required for import into Practice Management.

Contains Amount To Apply – Selecting one of these fields tells the utility which column in your Excel file will contain the Amount To Apply value, which is required for import into Practice Management.

Contains Check Number – Selecting one of these fields tells the utility which column in your Excel file will contain the Check Number value. If you selected “Yes” in the “Importing Check Numbers?” field, then these “Contains Check Number” fields will be enabled, and the selected column’s value will be required for import into Practice Management. Otherwise these “Contains Check Number” fields will be disabled.

Contains Bank – Selecting one of these fields tells the utility which column in your Excel file will contain the Bank value. If you selected “Yes” in the “Importing Banks?” field, then these “Contains Bank” fields will be enabled, and the selected column’s value will be required for import into Practice Management. Otherwise these “Contains Bank” fields will be disabled.

Contains CltNum.EngNum – Selecting one of these fields tells the utility which column in your Excel file will contain the Client Number and Engagement Number. If you selected “Yes” in the “Importing Client Numbers & Engagement Numbers?” field, then these “Contains CltNum.EngNum” fields will be enabled, and the selected column’s value will be required for import into Practice Management. Otherwise these “Contains CltNum.EngNum” fields will be disabled.

Now let's look at an example Excel file and an example template we created so our utility could read and import our example Excel file into Practice Management. Obviously, your Excel files and the template you create will likely look a little different, but this example gives you a general idea of what to expect.

Lockbox ID	Processing Date	Batch ID	Item Number	Check Number	Routing Number	Account	Amount	Remitter Name	Customer ID	Invoice Number	Amount	
302000062	12/7/2020	1847	1	2131	221970443	7811390513	1749	Melvin Barnett	4006	11245	1749	
302000062	12/7/2020	1847	2	2400	8109405	9229353	3259.5	Casey Septic	1075	11202	3259.5	
302000062	12/7/2020	1847	3	25489	369752578	203002100	17500	Hot Dog House	1059	11166	15000	
302000062	12/7/2020	1847	3	25489	369752578	203002100	17500	Hot Dog House	1059	10186	2500	
302000062	12/7/2020	1847	4	415	61803178	436096213	6132.06	RC McCoy	2033	11178	6132.06	
302000062	12/7/2020	1847	5	3819	111269339	9951119616	5142.32	Skylink	2022	11177	5142.32	
302000062	12/7/2020	1847	6	29404	82036746	791214490	10000	Wonka Industries	100000	10296	10500	
302000062	12/7/2020	1847	7	32502	90999584	8790061616	2941.5	Paul Birnie	2054	11213	2941.5	
302000062	12/7/2020	1847	8	2191	70995051	3230832	1000	Robert & Helen Incredible	9090	10304	1000	
302000062	12/7/2020	1847	9	68413	354820156	3503975020	12000	David P. Camer	4021	11167	12000	
302000062	12/7/2020	1847	10	55	81500859	239246877	1000	Al's Toy Barn	2000	10302	1000	
302000062	12/7/2020	1847	11	20221	96991036	725992687	3127	Carol-Ann Duke	4019	11206	3127	
302000062	12/7/2020	1847	12	2071	90990295	22421151	2146.5	Cajun Café	19013	11233	2146.5	
302000062	12/7/2020	1847	13	4059	92117273	989917274	6000	Alan Hayes	1005	111733	6000	
302000062	12/7/2020	1847	14	2811	212111706	8760737811	1866.5	Po Folks	23016	11241	1866.5	
302000062	12/7/2020	1847	15	3677	59745782	3962050020	1775.5	The Point	23015	11244	1775.5	
!!!	Column B	v	Item...	CheckNumber	FFFFFFF	%	@		3756468	000XX00X	000XX00X	#
302000062	12/7/2020	1847	17	21231	213111132	2147012757	1563.5	Hudson House	20006	11260	1563.5	
302000062	12/7/2020	1847	18	32380	232111359	3111144217	609.5	Greg Cox	6005	11373	609.5	
302000062	12/7/2020	1847	19	8615	56786315	3568420200	1881.5	Lindy Richards	6002	11239	1881.5	

AR Payment Import Utility - Manage Templates

Manage Templates

Create templates that specify which columns you want the utility to read from the Excel file, how you want those columns to be displayed in the utility, and which columns contain values for Payment Date (required), Invoice Number (required), Amount To Apply (required), Check Number (optional), Bank (optional), and Client Number and Engagement Number (optional).

Select Existing Template To Edit: Bank Receipts File ...Or... Create New Template ...Or... Delete Selected Template

Template Name: Bank Receipts File First Row Contains Headers? Yes No

Importing Check Numbers? Yes No Importing Banks? Yes No Importing Client Numbers & Engagement Numbers? Yes No (required when imported Invoice Number is 0)

Display Order:	1	2	3	4	5	6	7	8	9	10
Enable Display:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Header To Display:	Date	Batch	Item #	Check #	Check Amount	Remitter	Customer ID	Invoice #	Line Amount	
Excel File Column:	B	C	D	E	H	I	J	K	L	
Contains Payment Date:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contains Invoice Number:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contains Amount To Apply:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Contains Check Number:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contains Bank:	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Contains CltNum.EngNum:	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>

Now that we've talked through all the template fields and looked at an example Excel file and an example template, you're ready to create your own template.

In Excel, open one of your Excel files that you will eventually want to import – you'll want to use it as a reference (to see its column layout) as you create your template.

Finish creating your first template by filling in the rest of the fields on the "Manage Templates" screen.

Remember a red box around a field indicates an invalid or missing value that you need to correct.

When you're finished creating your template, be sure to save your template by clicking the "Save All" button at the top left of the screen (screenshot below).

Then close the "Manage Templates" screen by clicking the "X" in the top right corner of the screen.

AR Payment Import Utility - Manage Templates

Manage Templates Save All

Create templates that specify which columns you want the utility to read from the Excel file, how you want those columns to be displayed in the utility, and which columns contain values for Payment Date (required), Invoice Number (required), Amount To Apply (required), Check Number (optional), Bank (optional), and Client Number and Engagement Number (optional).

Select Existing Template To Edit: Bank Receipts File ...Or... Create New Template ...Or... Delete Selected Template

Template Name: Bank Receipts File First Row Contains Headers? Yes No

Importing Check Numbers? Yes No Importing Banks? Yes No Importing Client Numbers & Engagement Numbers? Yes No (required when imported Invoice Number is 0)

Display Order:	1	2	3	4	5	6	7	8	9	10
Enable Display:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Header To Display:	Date	Batch	Item #	Check #	Check Amount	Remitter	Customer ID	Invoice #	Line Amount	
Excel File Column:	B	C	D	E	H	I	J	K	L	
Contains Payment Date:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contains Invoice Number:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contains Amount To Apply:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Contains Check Number:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contains Bank:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contains CltNum.EngNum:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

After closing the “Manage Templates” screen, you should now see the main screen (screenshot below).

Notice at the bottom of the main screen, there are 2 buttons – a “Manage Templates” button and a “Help” button.

If you ever want to create, edit, or delete your templates in the future, you can click that “Manage Templates” button to get back to the “Manage Templates” screen.

The “Help” button provides contact information for the Wolters Kluwer Specialty Services team, in case you ever need assistance troubleshooting this utility.

AR Payment Import Utility

1.) Select Template
Ready

2.) Select Excel File
Browse
Go
Not Ready

3.) Validate Data
Go
Not Ready

4.) Select Actions
Not Ready

5.) Import Data
Go
Not Ready

Copy Row Add Row Remove Row Export Grid To Excel Filter: All Excel File Total: \$0.00 Import Total: \$0.00

Row #	Excess / (Shortage)	Validation Result	Action	Notes
-------	---------------------	-------------------	--------	-------

Validation Results:
√ = Ok to import.
(-) = Partial payment. Please review.
(+) = Excess payment. Please review.
D = Potential duplicate. Please review.
X = Contains invalid value. Please review.
I = Invoice number not found in PM. Please review.
B = Bank not found in PM. Please review.
C = Client number not found in PM. Please review.
E = Engagement number not found in PM. Please review.

Actions:
Invoice = Apply to invoice.
Fin Chg = Apply to invoice and then remainder to oldest open finance charge.
LD = Apply to invoice and remainder to client for later distribution.
Hold = Do not import. Item to be processed manually.

Manage Templates Help

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First Time Walk Through – Import Excel File

Now that we're logged in and have a least one template created, we're ready to import an Excel file into Practice Management.

We'll use the main screen to do the import (screenshot below).

Notice across the top of the main screen, there are 5 boxes, representing 5 steps:

- 1.) Select Template.
- 2.) Select Excel File.
- 3.) Validate Date.
- 4.) Select Actions.
- 5.) Import Data.

We must complete those 5 steps to import an Excel file into Practice Management.

We'll walk through those steps in the following pages of this document.

In the following pages, notice that as we complete each step, that step's box changes color to indicate its status:

- Gray = Not ready to perform step yet.
- White = Ready to perform step now.
- Green = Step finished successfully.
- Red = Step failed with unexpected error.

The screenshot displays the 'AR Payment Import Utility' window. At the top, five step boxes are visible: '1.) Select Template' (white, Ready), '2.) Select Excel File' (gray, Not Ready), '3.) Validate Data' (gray, Not Ready), '4.) Select Actions' (gray, Not Ready), and '5.) Import Data' (gray, Not Ready). Below the steps is a blue status bar with 'Excel File Total: \$0.00' and 'Import Total: \$0.00'. A data grid with columns for 'Row #', 'Excess / (Shortage)', 'Validation Result', 'Action', and 'Notes' is present. At the bottom, there are two legends: 'Validation Results' and 'Actions'. The 'Validation Results' legend includes symbols for Ok to import, partial payment, excess payment, potential duplicate, invalid value, invoice number not found, bank not found, client number not found, and engagement number not found. The 'Actions' legend includes symbols for Apply to invoice, Apply to invoice and remainder to oldest open finance charge, Apply to invoice and remainder to client for later distribution, and Do not import. There are also 'Manage Templates' and 'Help' buttons at the bottom right, and the 'Wolters Kluwer' logo in the bottom right corner.

Step 1, Select Template:

Select one of your templates from the drop-down list (first screenshot below). If you have multiple templates created, make sure you select the template that describes the Excel file you want to import right now. After you select your template, you should see the step 1 box turn green to indicate success and the step 2 box become enabled and ready (second screenshot below).

AR Payment Import Utility

1.) Select Template
Ready

2.) Select Excel File
Not Ready

3.) Validate Data
Not Ready

4.) Select Actions
Not Ready

5.) Import Data
Not Ready

Copy Row Add Row Remove Row Export Grid To Excel Filter: All Excel File Total: \$0.00 Import Total: \$0.00

Row #	Date	Batch	Item #	Check #	Check Amount	Remitter	Customer ID	Invoice #	Line Amount	Excess / (Shortage)	Validation Result	Action	Notes
-------	------	-------	--------	---------	--------------	----------	-------------	-----------	-------------	---------------------	-------------------	--------	-------

Validation Results:
✓ = Ok to import.
(-) = Partial payment. Please review.
(+) = Excess payment. Please review.
D = Potential duplicate. Please review.
X = Contains invalid value. Please review.
I = Invoice number not found in PM. Please review.
B = Bank not found in PM. Please review.
C = Client number not found in PM. Please review.
E = Engagement number not found in PM. Please review.

Actions:
Invoice = Apply to invoice.
Fin Chg = Apply to invoice and then remainder to oldest open finance charge.
LD = Apply to invoice and remainder to client for later distribution.
Hold = Do not import. Item to be processed manually.

Manage Templates Help

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AR Payment Import Utility

1.) Select Template
Success

2.) Select Excel File
Ready

3.) Validate Data
Not Ready

4.) Select Actions
Not Ready

5.) Import Data
Not Ready

Copy Row Add Row Remove Row Export Grid To Excel Filter: All Excel File Total: \$0.00 Import Total: \$0.00

Row #	Date	Batch	Item #	Check #	Check Amount	Remitter	Customer ID	Invoice #	Line Amount	Excess / (Shortage)	Validation Result	Action	Notes
-------	------	-------	--------	---------	--------------	----------	-------------	-----------	-------------	---------------------	-------------------	--------	-------

Validation Results:
✓ = Ok to import.
(-) = Partial payment. Please review.
(+) = Excess payment. Please review.
D = Potential duplicate. Please review.
X = Contains invalid value. Please review.
I = Invoice number not found in PM. Please review.
B = Bank not found in PM. Please review.
C = Client number not found in PM. Please review.
E = Engagement number not found in PM. Please review.

Actions:
Invoice = Apply to invoice.
Fin Chg = Apply to invoice and then remainder to oldest open finance charge.
LD = Apply to invoice and remainder to client for later distribution.
Hold = Do not import. Item to be processed manually.

Manage Templates Help

Wolters Kluwer

Step 2, Select Excel File:

Click the "Browse" button, then select your Excel file from the "Open File" pop up window, and then click the "Go" button (first screenshot below).

After your file is selected and you clicked the "Go" button, you should see the step 2 box turn green to indicate success, the step 3 box become enabled and ready, and your Excel file data should now be loaded into the grid (second screenshot below).

1.) Select Template
Bank Receipts File
Success

2.) Select Excel File
Browse
Go
Ready

3.) Validate Data
Go
Not Ready

4.) Select Actions
Go
Not Ready

5.) Import Data
Go
Not Ready

Excel File Total: \$0.00 Import Total: \$0.00

Row #	Date	Batch	Item #	Check #	Check Amount	Remitter	Customer ID	Invoice #	Line Amount	Excess / (Shortage)	Validation Result	Action	Notes

Validation Results:
 ✓ = Ok to import.
 (-) = Partial payment. Please review.
 (+) = Excess payment. Please review.
 D = Potential duplicate. Please review.
 X = Contains invalid value. Please review.
 I = Invoice number not found in PM. Please review.
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 E = Engagement number not found in PM. Please review.

Actions:
 Invoice = Apply to invoice.
 Fin Chg = Apply to invoice and then remainder to oldest open finance charge.
 LD = Apply to invoice and remainder to client for later distribution.
 Hold = Do not import. Item to be processed manually.

Manage Templates Help

Wolters Kluwer

1.) Select Template
Bank Receipts File
Success

2.) Select Excel File
C:\BankReceiptsDownloads\... Browse
Go
Success

3.) Validate Data
Go
Ready

4.) Select Actions
Go
Not Ready

5.) Import Data
Go
Not Ready

Excel File Total: \$80,194.38 Import Total: \$0.00

Row #	Date	Batch	Item #	Check #	Check Amount	Remitter	Customer ID	Invoice #	Line Amount	Excess / (Shortage)	Validation Result	Action	Notes
2	12/7/2020	1847	1	2131	1749	Melvin Barnett	4006	11245	1749				
3	12/7/2020	1847	2	2400	3259.5	Casey Septic	1075	11202	3259.5				
4	12/7/2020	1847	3	25489	17500	Hot Dog House	1059	11166	15000				
5	12/7/2020	1847	3	25489	17500	Hot Dog House	1059	10186	2500				
6	12/7/2020	1847	4	415	6132.06	RC McCoy	2033	11178	6132.06				
7	12/7/2020	1847	5	3819	5142.32	Skylink	2022	11177	5142.32				
8	12/7/2020	1847	6	29404	10000	Wonka Industries	100000	10296	10500				
9	12/7/2020	1847	7	32502	2941.5	Paul Birnie	2054	11213	2941.5				
10	12/7/2020	1847	8	2191	1000	Robert & Helen Incredible	9090	10304	1000				
11	12/7/2020	1847	9	68413	12000	David P. Camer	4021	11167	12000				
12	12/7/2020	1847	10	55	1000	Al's Toy Barn	2000	10302	1000				
13	12/7/2020	1847	11	20221	3127	Carol-Ann Duke	4019	11206	3127				
14	12/7/2020	1847	12	2071	2146.5	Cajun Café	19013	11233	2146.5				
15	12/7/2020	1847	13	4059	6000	Alan Hayes	1005	111733	6000				
16	12/7/2020	1847	14	2811	1866.5	Po Folks	23016	11241	1866.5				
17	12/7/2020	1847	15	3677	1775.5	The Point	23015	11244	1775.5				
18	Column B	v	Item...	CheckNumber	@	3756468	000XX00X	000XX00X	#				
19	12/7/2020	1847	17	21231	1563.5	Hudson House	20006	11260	1563.5				
20	12/7/2020	1847	18	32380	609.5	Greg Cox	6005	11373	609.5				
21	12/7/2020	1847	19	8615	1881.5	Lindy Richards	6002	11239	1881.5				

Validation Results:
 ✓ = Ok to import.
 (-) = Partial payment. Please review.
 (+) = Excess payment. Please review.
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 I = Invoice number not found in PM. Please review.
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 C = Client number not found in PM. Please review.
 E = Engagement number not found in PM. Please review.

Actions:
 Invoice = Apply to invoice.
 Fin Chg = Apply to invoice and then remainder to oldest open finance charge.
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 Hold = Do not import. Item to be processed manually.

Manage Templates Help

Wolters Kluwer

1.) Select Template **2.) Select Excel File** **3.) Validate Data** **4.) Select Actions** **5.) Import Data**

Bank Receipts File C:\BankReceiptsDownloads\ Browse Go Go Go

Success Success Ready Not Ready Not Ready

Copy Row Add Row Remove Row Export Grid To Excel Filter: All Excel File Total: \$80,194.38 Import Total: \$0.00

Row #	Date	Batch	Item #	Check #	Check Amount	Remitter	Customer ID	Invoice #	Line Amount	Excess / (Shortage)	Validation Result	Action	Notes
2	12/7/2020	1847	1	2131	1749	Melvin Barnett	4006	11245	1749				
3	12/7/2020	1847	2	2400	3259.5	Casey Septic	1075	11202	3259.5				
4	12/7/2020	1847	3	25489	17500	Hot Dog House	1059	11166	15000				
5	12/7/2020	1847	3	25489	17500	Hot Dog House	1059	10186	2500				
6	12/7/2020	1847	4	415	6132.06	RC McCoy	2033	11178	6132.06				
7	12/7/2020	1847	5	3819	5142.32	Skylink	2022	11177	5142.32				
8	12/7/2020	1847	6	29404	10000	Wonka Industries	100000	10296	10500				
9	12/7/2020	1847	7	32502	2941.5	Paul Birnie	2054	11213	2941.5				
10	12/7/2020	1847	8	2191	1000	Robert & Helen Incredible	9090	10304	1000				
11	12/7/2020	1847	9	68413	12000	David P. Camer	4021	11167	12000				
12	12/7/2020	1847	10	55	1000	Al's Toy Barn	2000	10302	1000				
13	12/7/2020	1847	11	20221	3127	Carol-Ann Duke	4019	11206	3127				
14	12/7/2020	1847	12	2071	2146.5	Cajun Café	19013	11233	2146.5				
15	12/7/2020	1847	13	4059	6000	Alan Hayes	1005	111733	6000				
16	12/7/2020	1847	14	2811	1866.5	Po Folks	23016	11241	1866.5				
17	12/7/2020	1847	15	3677	1775.5	The Point	23015	11244	1775.5				
18	Column B	v	Item...	CheckNumber	@	3756468	000XX00X	000XX00X	#				
19	12/7/2020	1847	17	21231	1563.5	Hudson House	20006	11260	1563.5				
20	12/7/2020	1847	18	32380	609.5	Greg Cox	6005	11373	609.5				
21	12/7/2020	1847	19	8615	1881.5	Lindy Richards	6002	11239	1881.5				

Validation Results:
 ✓ = Ok to import
 (-) = Partial payment. Please review.
 (+) = Excess payment. Please review.
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 I = Invoice number not found in PM. Please review.
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 C = Client number not found in PM. Please review.
 E = Engagement number not found in PM. Please review.

Actions:
 Invoice = Apply to invoice.
 Fin Chg = Apply to invoice and then remainder to oldest open finance charge.
 LD = Apply to invoice and remainder to client for later distribution.
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Manage Templates Help

Wolters Kluwer

Let's pause a moment and talk more about our example in that previous screenshot.

Notice in the grid, in row 18, there's some fields that are boxed in red.

This is data validation – those red boxes are telling you there's something wrong with the values in those fields.

If you hover your mouse pointer over a red box, it'll display a tool tip that'll tell you what's wrong with the value.

The data validation happening here is "Required Field Validation", "Type Validation", and "Range Validation" – it checks whether a required value is missing, or the value is the wrong data type, or the value is outside the acceptable range.

Note that the data validation only checks the columns you specified in your template as containing one of the 3-6 required fields (remember when you created your template you had to select a specific column for "Contains Payment Date", "Contains Invoice Number", "Contains Amount To Apply", and possibly also for the optional "Contains Check Number", "Contains Bank", and "Contains CltNum.EngNum").

In our screenshot above, row 18 has a Date value that is not a valid date, a Check # that is not a valid number, an Invoice # that is not a valid number, and a Line Amount that is not a valid number.

If you want to correct this data, you can click into the grid fields and edit the values.

If you change a field's value, the data validation will check the new value after you hit the ENTER key or after you click on a different row, and then if the new value is valid the red box will disappear.

In addition to changing values in the grid fields, you can also add rows, remove rows, and copy rows using the "Add Row", "Remove Row" and "Copy Row" link buttons located in the blue bar at the top of the grid.

In that blue bar there is also a "Filter" drop down list – if there are a very large number of rows in the grid, it may be helpful to temporarily change this filter setting from "All" to "Data Fix Required" to make it easier to find the rows that have invalid data.

If you can't or don't want to correct invalid data, you can leave it as is and later on in this process there will be an option you can specify to tell the import to skip specific rows (how to skip rows will be discussed later in step 4).

In our example screenshots we're not going to fix our data – we're going to leave the data invalid because later in this process we want to show you how to skip a bad row.

Step 3, Validate Data:

Click the "Go" button (first screenshot below).

After you click the "Go" button, you should see the step 3 box turn green to indicate success, and the step 4 box become enabled and ready (second screenshot below).

AR Payment Import Utility

1.) Select Template: Bank Receipts File

2.) Select Excel File: C:\BankReceiptsDownloads Browse

3.) Validate Data: Go (Ready)

4.) Select Actions: Not Ready

5.) Import Data: Not Ready

Excel File Total: \$80,194.38 Import Total: \$0.00

Row #	Date	Batch	Item #	Check #	Check Amount	Remitter	Customer ID	Invoice #	Line Amount	Excess / (Shortage)	Validation Result	Action	Notes
2	12/7/2020	1847	1	2131	1749	Melvin Barnett	4006	11245	1749				
3	12/7/2020	1847	2	2400	3259.5	Casey Septic	1075	11202	3259.5				
4	12/7/2020	1847	3	25489	17500	Hot Dog House	1059	11166	15000				
5	12/7/2020	1847	3	25489	17500	Hot Dog House	1059	10186	2500				
6	12/7/2020	1847	4	415	6132.06	RC McCoy	2033	11178	6132.06				
7	12/7/2020	1847	5	3819	5142.32	Skylink	2022	11177	5142.32				
8	12/7/2020	1847	6	29404	10000	Wonka Industries	100000	10296	10500				
9	12/7/2020	1847	7	32502	2941.5	Paul Birnie	2054	11213	2941.5				
10	12/7/2020	1847	8	2191	1000	Robert & Helen Incredible	9090	10304	1000				
11	12/7/2020	1847	9	68413	12000	David P. Camer	4021	11167	12000				
12	12/7/2020	1847	10	55	1000	Al's Toy Barn	2000	10302	1000				
13	12/7/2020	1847	11	20221	3127	Carol-Ann Duke	4019	11206	3127				
14	12/7/2020	1847	12	2071	2146.5	Cajun Café	19013	11233	2146.5				
15	12/7/2020	1847	13	4059	6000	Alan Hayes	1005	111733	6000				
16	12/7/2020	1847	14	2811	1866.5	Po Folks	23016	11241	1866.5				
17	12/7/2020	1847	15	3677	1775.5	The Point	23015	11244	1775.5				
18	Column B	v	Item...	CheckNumber	@	3756468	000XX00X	000XX00X	#				
19	12/7/2020	1847	17	21231	1563.5	Hudson House	20006	11260	1563.5				
20	12/7/2020	1847	18	32380	609.5	Greg Cox	6005	11373	609.5				
21	12/7/2020	1847	19	8615	1881.5	Lindy Richards	6002	11239	1881.5				

Validation Results:
 ✓ = Ok to import.
 (-) = Partial payment. Please review.
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 I = Invoice number not found in PM. Please review.
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 C = Client number not found in PM. Please review.
 E = Engagement number not found in PM. Please review.

Actions:
 Invoice = Apply to invoice.
 Fin Chg = Apply to invoice and then remainder to oldest open finance charge.
 LD = Apply to invoice and remainder to client for later distribution.
 Hold = Do not import. Item to be processed manually.

Manage Templates Help

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AR Payment Import Utility

1.) Select Template: Bank Receipts File

2.) Select Excel File: C:\BankReceiptsDownloads Browse

3.) Validate Data: Go (Success)

4.) Select Actions: Go (Ready)

5.) Import Data: Not Ready

Excel File Total: \$80,194.38 Import Total: \$56,562.32

Row #	Date	Batch	Item #	Check #	Check Amount	Remitter	Customer ID	Invoice #	Line Amount	Excess / (Shortage)	Validation Result	Action	Notes
2	12/7/2020	1847	1	2131	1749	Melvin Barnett	4006	11245	1749	0	✓	Invoice	
3	12/7/2020	1847	2	2400	3259.5	Casey Septic	1075	11202	3259.5	0	✓	Invoice	
4	12/7/2020	1847	3	25489	17500	Hot Dog House	1059	11166	15000	0	✓	Invoice	
5	12/7/2020	1847	3	25489	17500	Hot Dog House	1059	10186	2500	0	✓	Invoice	
6	12/7/2020	1847	4	415	6132.06	RC McCoy	2033	11178	6132.06	1000.00	(+)		
7	12/7/2020	1847	5	3819	5142.32	Skylink	2022	11177	5142.32	0	✓	Invoice	
8	12/7/2020	1847	6	29404	10000	Wonka Industries	100000	10296	10500	N/A	D		
9	12/7/2020	1847	7	32502	2941.5	Paul Birnie	2054	11213	2941.5	0	✓	Invoice	
10	12/7/2020	1847	8	2191	1000	Robert & Helen Incredible	9090	10304	1000	0	✓	Invoice	
11	12/7/2020	1847	9	68413	12000	David P. Camer	4021	11167	12000	0	✓	Invoice	
12	12/7/2020	1847	10	55	1000	Al's Toy Barn	2000	10302	1000	-500.00	(-)		
13	12/7/2020	1847	11	20221	3127	Carol-Ann Duke	4019	11206	3127	0	✓	Invoice	
14	12/7/2020	1847	12	2071	2146.5	Cajun Café	19013	11233	2146.5	0	✓	Invoice	
15	12/7/2020	1847	13	4059	6000	Alan Hayes	1005	111733	6000	N/A	I		
16	12/7/2020	1847	14	2811	1866.5	Po Folks	23016	11241	1866.5	0	✓	Invoice	
17	12/7/2020	1847	15	3677	1775.5	The Point	23015	11244	1775.5	0	✓	Invoice	
18	Column B	v	Item...	CheckNumber	@	3756468	000XX00X	000XX00X	#	N/A	X		
19	12/7/2020	1847	17	21231	1563.5	Hudson House	20006	11260	1563.5	0	✓	Invoice	
20	12/7/2020	1847	18	32380	609.5	Greg Cox	6005	11373	609.5	0	✓	Invoice	
21	12/7/2020	1847	19	8615	1881.5	Lindy Richards	6002	11239	1881.5	0	✓	Invoice	

Validation Results:
 ✓ = Ok to import.
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 (+) = Excess payment. Please review.
 D = Potential duplicate. Please review.
 X = Contains invalid value. Please review.
 I = Invoice number not found in PM. Please review.
 B = Bank not found in PM. Please review.
 C = Client number not found in PM. Please review.
 E = Engagement number not found in PM. Please review.

Actions:
 Invoice = Apply to invoice.
 Fin Chg = Apply to invoice and then remainder to oldest open finance charge.
 LD = Apply to invoice and remainder to client for later distribution.
 Hold = Do not import. Item to be processed manually.

Manage Templates Help

Wolters Kluwer

Let's pause and talk more about our example in the previous screenshot.

What the "3.) Validate Data" step did is "Comparison Validation", which means it compared the data from your Excel file against the existing data in your Practice Management database.

The comparison validation looks at things like:

- Does this invoice number exist in Practice Management?
- Does this payment amount exactly match the remaining invoice balance or is it more or is it less?
- Are there any finance charges we might want to apply part of this payment to?
- Is this invoice already paid off and could this payment be a possible duplicate?

The results of this comparison validation populate these two columns in the grid (screenshot above):

- Excess / (Shortage) – this column shows the difference between the payment amount and the invoice balance.
- Validation Result – this column shows a colored symbol that indicates the results from comparing the data from your Excel file against the existing data in your Practice Management database. In the bottom left corner of the utility, there is a "Validation Results" legend that will tell you what all the colored symbols mean. That legend is also shown below.

Validation Results:

- ✓ = Ok to import.
- (-) = Partial payment. Please review.
- (+) = Excess payment. Please review.
- D = Potential duplicate. Please review.
- X = Contains invalid value. Please review.
- I = Invoice number not found in PM. Please review.
- B = Bank not found in PM. Please review.
- C = Client number not found in PM. Please review.
- E = Engagement number not found in PM. Please review.

At this point you're still able to make corrections to data by clicking into the grid and editing field's value.

For example, in our example screenshot we would likely want to investigate row 15, which has the red "I" in the "Validation Result" column, indicating that invoice number was not found in Practice Management. We might discover that invoice number was accidentally entered into the Excel file wrong and we may want to correct it so row 15 can be imported. But for our screenshot examples we're not going to correct data because later we want to show you how to tell the import process to skip a bad row.

If you do make changes to the grid data at this point, then afterwards you'll need to repeat the "3.) Validate Data" step by clicking its "Go" button again, so it performs another round of comparison validation on your changed data.

Step 4, Select Actions:

We'll get into step 4 instructions on the next page.

Before we get into the instructions, let's pause and explain what is happening here in step 4 and what it means. As you read the explanation below, it may be helpful to reference the screenshot below.

In the grid's "Action" column, you must select an action option for each row. That action selection will tell the import process how you want the row to be handled. You may have noticed that some rows already have an action selected – that's because the "3.) Validate Data" step looks at the value in the "Validation Result" column and then, where possible, uses that "Validation Result" value to intelligently predict which action you'll likely choose (to save you from having to click through a ton of obvious action selections). You can always change the action selection that was picked for you. While selecting actions, it may be helpful to temporarily change the "Filter" drop down list (in blue bar on top of the grid) from "All" to "Action Selection Required", so it's easier to find rows that don't have an action selected yet. At the bottom left-middle of the utility, there's an "Actions" legend that explains what each action means. That legend is shown below.

Actions:
 Invoice = Apply to invoice.
 Fin Chg = Apply to invoice and then remainder to oldest open finance charge.
 LD = Apply to invoice and remainder to client for later distribution.
 Hold = Do not import. Item to be processed manually.

Skipping a row..... Earlier we promised we'd eventually explain how to tell the import process to skip a row with bad data. To indicate a row should be skipped, in the row's "Action" column select "Hold". The "Hold" action tells the import process to skip the row. In our example screenshots, we're going to select "Hold" in rows 15 and 18 which have invalid data we chose not to fix.

All of the actions are not always available for selection – some appear or disappear based on the situation. If there is invalid data in the row, then only the "Hold" action will be available for selection.

The "Fin Chg" action is only available if there are finance charges that need to be paid.

"Fin Chg" action clarification – if you select "Fin Chg" and there is still extra payment remaining after all finance charges are paid, then any remaining payment amount is handled just like the "LD" action (later distribution).

Now we'll proceed with the instructions for step 4.

In the grid's "Action" column, select the desired action for each row (first screenshot below).

Once every row has a selection in the "Action" column, you should see the step 4 box turn green to indicate success and the step 5 box become enabled and ready (second screenshot below).

AR Payment Import Utility

1.) Select Template: Bank Receipts File (Success)

2.) Select Excel File: C:\BankReceiptsDownloads (Success)

3.) Validate Data: (Success)

4.) Select Actions: Ready

5.) Import Data: Not Ready

Excel File Total: \$80,194.38 | Import Total: \$56,562.32

Row #	Date	Batch	Item #	Check #	Check Amount	Remitter	Customer ID	Invoice #	Line Amount	Excess / (Shortage)	Validation Result	Action	Notes
2	12/7/2020	1847	1	2131	1749	Melvin Barnett	4006	11245	1749	0	✓	Invoice	
3	12/7/2020	1847	2	2400	3259.5	Casey Septic	1075	11202	3259.5	0	✓	Invoice	
4	12/7/2020	1847	3	25489	17500	Hot Dog House	1059	11166	15000	0	✓	Invoice	
5	12/7/2020	1847	3	25489	17500	Hot Dog House	1059	10186	2500	0	✓	Invoice	
6	12/7/2020	1847	4	415	6132.06	RC McCoy	2033	11178	6132.06	1000.00	(+)		
7	12/7/2020	1847	5	3819	5142.32	Skylink	2022	11177	5142.32	0	✓	Invoice	
8	12/7/2020	1847	6	29404	10000	Wonka Industries	100000	10296	10500	N/A	D		
9	12/7/2020	1847	7	32502	2941.5	Paul Birnie	2054	11213	2941.5	0	✓	Invoice	
10	12/7/2020	1847	8	2191	1000	Robert & Helen Incredible	9090	10304	1000	0	✓	Invoice	
11	12/7/2020	1847	9	68413	12000	David P. Camer	4021	11167	12000	0	✓	Invoice	
12	12/7/2020	1847	10	55	1000	Al's Toy Barn	2000	10302	1000	-500.00	(-)		
13	12/7/2020	1847	11	20221	3127	Carol-Ann Duke	4019	11206	3127	0	✓	Invoice	
14	12/7/2020	1847	12	2071	2146.5	Cajun Café	19013	11233	2146.5	0	✓	Invoice	
15	12/7/2020	1847	13	4059	6000	Alan Hayes	1005	111733	6000	N/A	I		
16	12/7/2020	1847	14	2811	1866.5	Po Folks	23016	11241	1866.5	0	✓	Invoice	
17	12/7/2020	1847	15	3677	1775.5	The Point	23015	11244	1775.5	0	✓	Invoice	
18	Column B	v	Item...	CheckNumber	@	3756468	000XX00X	000XX00X	#	N/A	X		
19	12/7/2020	1847	17	21231	1563.5	Hudson House	20006	11260	1563.5	0	✓	Invoice	
20	12/7/2020	1847	18	32380	609.5	Greg Cox	6005	11373	609.5	0	✓	Invoice	
21	12/7/2020	1847	19	8615	1881.5	Lindy Richards	6002	11239	1881.5	0	✓	Invoice	

Validation Results:
 ✓ = Ok to import.
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 LD = Apply to invoice and remainder to client for later distribution.
 Hold = Do not import. Item to be processed manually.

Buttons: Manage Templates, Help

Wolters Kluwer

AR Payment Import Utility

1.) Select Template: Bank Receipts File (Success)

2.) Select Excel File: C:\BankReceiptsDownloads (Success)

3.) Validate Data: (Success)

4.) Select Actions: Success

5.) Import Data: Ready

Excel File Total: \$80,194.38 | Import Total: \$74,194.38

Row #	Date	Batch	Item #	Check #	Check Amount	Remitter	Customer ID	Invoice #	Line Amount	Excess / (Shortage)	Validation Result	Action	Notes
2	12/7/2020	1847	1	2131	1749	Melvin Barnett	4006	11245	1749	0	✓	Invoice	
3	12/7/2020	1847	2	2400	3259.5	Casey Septic	1075	11202	3259.5	0	✓	Invoice	
4	12/7/2020	1847	3	25489	17500	Hot Dog House	1059	11166	15000	0	✓	Invoice	
5	12/7/2020	1847	3	25489	17500	Hot Dog House	1059	10186	2500	0	✓	Invoice	
6	12/7/2020	1847	4	415	6132.06	RC McCoy	2033	11178	6132.06	1000.00	(+)	Fin Chg	
7	12/7/2020	1847	5	3819	5142.32	Skylink	2022	11177	5142.32	0	✓	Invoice	
8	12/7/2020	1847	6	29404	10000	Wonka Industries	100000	10296	10500	N/A	D	LD	
9	12/7/2020	1847	7	32502	2941.5	Paul Birnie	2054	11213	2941.5	0	✓	Invoice	
10	12/7/2020	1847	8	2191	1000	Robert & Helen Incredible	9090	10304	1000	0	✓	Invoice	
11	12/7/2020	1847	9	68413	12000	David P. Camer	4021	11167	12000	0	✓	Invoice	
12	12/7/2020	1847	10	55	1000	Al's Toy Barn	2000	10302	1000	-500.00	(-)		
13	12/7/2020	1847	11	20221	3127	Carol-Ann Duke	4019	11206	3127	0	✓	Invoice	
14	12/7/2020	1847	12	2071	2146.5	Cajun Café	19013	11233	2146.5	0	✓	Invoice	
15	12/7/2020	1847	13	4059	6000	Alan Hayes	1005	111733	6000	N/A	I	Hold	
16	12/7/2020	1847	14	2811	1866.5	Po Folks	23016	11241	1866.5	0	✓	Invoice	
17	12/7/2020	1847	15	3677	1775.5	The Point	23015	11244	1775.5	0	✓	Invoice	
18	Column B	v	Item...	CheckNumber	@	3756468	000XX00X	000XX00X	#	N/A	X	Hold	
19	12/7/2020	1847	17	21231	1563.5	Hudson House	20006	11260	1563.5	0	✓	Invoice	
20	12/7/2020	1847	18	32380	609.5	Greg Cox	6005	11373	609.5	0	✓	Invoice	
21	12/7/2020	1847	19	8615	1881.5	Lindy Richards	6002	11239	1881.5	0	✓	Invoice	

Validation Results:
 ✓ = Ok to import.
 (-) = Partial payment. Please review.
 (+) = Excess payment. Please review.
 D = Potential duplicate. Please review.
 X = Contains invalid value. Please review.
 I = Invoice number not found in PM. Please review.
 B = Bank not found in PM. Please review.
 C = Client number not found in PM. Please review.
 E = Engagement number not found in PM. Please review.

Actions:
 Invoice = Apply to invoice.
 Fin Chg = Apply to invoice and then remainder to oldest open finance charge.
 LD = Apply to invoice and remainder to client for later distribution.
 Hold = Do not import. Item to be processed manually.

Buttons: Manage Templates, Help

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Step 5, Import Data:

Click the "Go" button (first screenshot below).

After the import process finishes you should get an "Import Successful" pop up window that will prompt you to save the grid's data to a new Excel file, so you can keep a record of what you data imported and what data you skipped (second screenshot below).

Also, you should see the step 5 box turn green to indicate success (third screenshot below).

AR Payment Import Utility

1.) Select Template: Bank Receipts File

2.) Select Excel File: C:\BankReceiptsDownloads\ Browse

3.) Validate Data: Go

4.) Select Actions: Success

5.) Import Data: Go (Ready)

Copy Row	Add Row	Remove Row	Export Grid To Excel	Filter: All	Excel File Total: \$80,194.38	Import Total: \$74,194.38							
Row #	Date	Batch	Item #	Check #	Check Amount	Remitter	Customer ID	Invoice #	Line Amount	Excess / (Shortage)	Validation Result	Action	Notes
2	12/7/2020	1847	1	2131	1749	Melvin Barnett	4006	11245	1749	0	✓	Invoice	
3	12/7/2020	1847	2	2400	3259.5	Casey Septic	1075	11202	3259.5	0	✓	Invoice	
4	12/7/2020	1847	3	25489	17500	Hot Dog House	1059	11166	15000	0	✓	Invoice	
5	12/7/2020	1847	3	25489	17500	Hot Dog House	1059	10186	2500	0	✓	Invoice	
6	12/7/2020	1847	4	415	6132.06	RC McCoy	2033	11178	6132.06	1000.00	(+)	Fin Chg	
7	12/7/2020	1847	5	3819	5142.32	Skylink	2022	11177	5142.32	0	✓	Invoice	
8	12/7/2020	1847	6	29404	10000	Wonka Industries	100000	10296	10500	N/A	D	LD	
9	12/7/2020	1847	7	32502	2941.5	Paul Birnie	2054	11213	2941.5	0	✓	Invoice	
10	12/7/2020	1847	8	2191	1000	Robert & Helen Incredible	9090	10304	1000	0	✓	Invoice	
11	12/7/2020	1847	9	68413	12000	David P. Camer	4021	11167	12000	0	✓	Invoice	
12	12/7/2020	1847	10	55	1000	Al's Toy Barn	2000	10302	1000	-500.00	(-)	Invoice	
13	12/7/2020	1847	11	20221	3127	Carol-Ann Duke	4019	11206	3127	0	✓	Invoice	
14	12/7/2020	1847	12	2071	2146.5	Cajun Café	19013	11233	2146.5	0	✓	Invoice	
15	12/7/2020	1847	13	4059	6000	Alan Hayes	1005	111733	6000	N/A	I	Hold	
16	12/7/2020	1847	14	2811	1866.5	Po Folks	23016	11241	1866.5	0	✓	Invoice	
17	12/7/2020	1847	15	3677	1775.5	The Point	23015	11244	1775.5	0	✓	Invoice	
18	Column B	v	Item...	CheckNumber	@	3755468	000X00X	000X00X	#	N/A	X	Hold	
19	12/7/2020	1847	17	21231	1563.5	Hudson House	20006	11260	1563.5	0	✓	Invoice	
20	12/7/2020	1847	18	32380	609.5	Greg Cox	6005	11373	609.5	0	✓	Invoice	
21	12/7/2020	1847	19	8615	1881.5	Lindy Richards	6002	11239	1881.5	0	✓	Invoice	

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Buttons: Manage Templates, Help

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Import Successful

Congratulations! You have successfully imported the payments into Practice Management!

Would you like to export the grid to an Excel file now so you can keep a record of what has been imported?

Yes No

AR Payment Import Utility

1.) Select Template: Bank Receipts File

2.) Select Excel File: C:\BankReceiptsDownloads\ Browse

3.) Validate Data: Go

4.) Select Actions: Success

5.) Import Data: Go (Success)

Copy Row	Add Row	Remove Row	Export Grid To Excel	Filter: All	Excel File Total: \$80,194.38	Import Total: \$74,194.38							
Row #	Date	Batch	Item #	Check #	Check Amount	Remitter	Customer ID	Invoice #	Line Amount	Excess / (Shortage)	Validation Result	Action	Notes
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11	12/7/2020	1847	9	68413	12000	David P. Camer	4021	11167	12000	0	✓	Invoice	
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13	12/7/2020	1847	11	20221	3127	Carol-Ann Duke	4019	11206	3127	0	✓	Invoice	
14	12/7/2020	1847	12	2071	2146.5	Cajun Café	19013	11233	2146.5	0	✓	Invoice	
15	12/7/2020	1847	13	4059	6000	Alan Hayes	1005	111733	6000	N/A	I	Hold	
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17	12/7/2020	1847	15	3677	1775.5	The Point	23015	11244	1775.5	0	✓	Invoice	
18	Column B	v	Item...	CheckNumber	@	3755468	000X00X	000X00X	#	N/A	X	Hold	
19	12/7/2020	1847	17	21231	1563.5	Hudson House	20006	11260	1563.5	0	✓	Invoice	
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