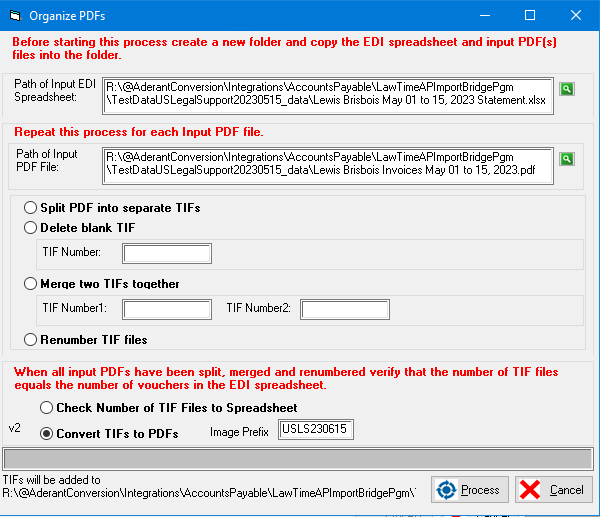
# LBBS AP Import from Expert US Legal Support Instructions

1/09/2024

**1**. Before you began you created a new folder and copied the EDI spreadsheet and input PDF(s) files into the folder. This same folder will also be used to store the PDF files that will be created. This folder should be empty except for the EDI spreadsheet and input PDF(s) files when you start the Reformat process.

**2. Organize the PDFs.** When the process is completed the folder will contain several PDF document image files which the program will create.

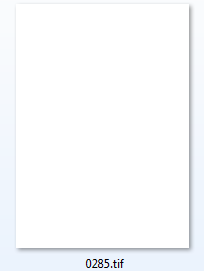
**a.** Execute the A/P Import program (Expert version). Click on the option **Organize PDFs** and click **Process.** The following window will appear:  
 

**b.**  Enter the path of the folder containing the EDI spreadsheet and input PDF(s) in the **Path of Input EDI Spreadsheet.** This path will automatically populate the next input field **Path of Input PDF File** and you may use the search button to select the first PDF file to process. If there are more than one PDF files provided, select the first one. **USER NEEDS TO ENTER THE PATH FOR BOTH FILES.**

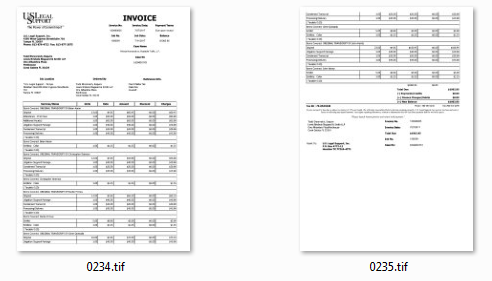
**c.**  Repeat steps d(1) through steps d(4) below for each PDF file provided processing the part 1 file first through steps d(1) - steps d(4), then starting over with step

d(1) for the part 2 file second, etc. If there are more than one PDF files, the program will automatically begin the 2nd and subsequent PDFs naming the files with the next file number. For example: if there are 100 pages in the first PDF you will create files 0001.tif through 0100.tif. If the second file has 200 pages you will create files 0101.tif through 0300.tif.

**d(1)**. **Split PDF into separate TIFs:** The first thing you will need to do is to split the PDF into individual one-page TIF files. Select **Split PDF into separate TIFs.** Click the process button. The system will then create a one-page TIF file for every page of the input PDF file. The TIF files will be named 0001.tif, 0002.tif, etc. corresponding to the page of the input PDF.

 **d(2)**. **Delete blank TIFs:** We have found that most of the invoice images are one page in length. However, there may be some blank pages created and some 2 page invoices. Open up the folder in Windows explorer to view the pages. Set your view in Windows Explorer to either Large Icons or Extra Large Icons. Review the pages looking for blank pages. (See sample at right.) When you find one, go back to the program and check the **Delete blank TIF** option. Enter the TIF number (the number in the name of the file i.e.: 285 for the sample at right). Click Process and the blank file will be deleted. Do this for all the blank files in the folder.

**d(3)**. **Merge two TIFs together:**

Look in the folder for two page invoices. The one page invoices will have the company’s logo in the upper left corner of the page. The second page will not. This will allow you to easily spot the second pages. (See sample at right.) Second pages will need to be merged into the first pages. To do this select the **Merge two TIFs together** option. Enter TIF Number 1 (the first page) and TIF Number 2 (the second page). In the sample you would enter 234 and 235. The click Process. The second TIF file will be appended to the first TIF file and the second TIF file will be deleted.

If by chance you find a three page invoice, you will need to do the process again. For example in the sample if file 0236.tif is an additional page, you will need to merge TIF Number 1: 234 and TIF Number 2: 236.

**d(4)**. **Renumber TIF files:** Once you have deleted all the blanks and merged all the multi-page invoices, you will need to renumber the TIF files. Do this by selecting **Renumber TIF files.** You will not need to enter any parameters for this. Select the option and click the Process button. The TIF files will be renumbered closing the gaps created by deleting blank pages and merging multiple pages.

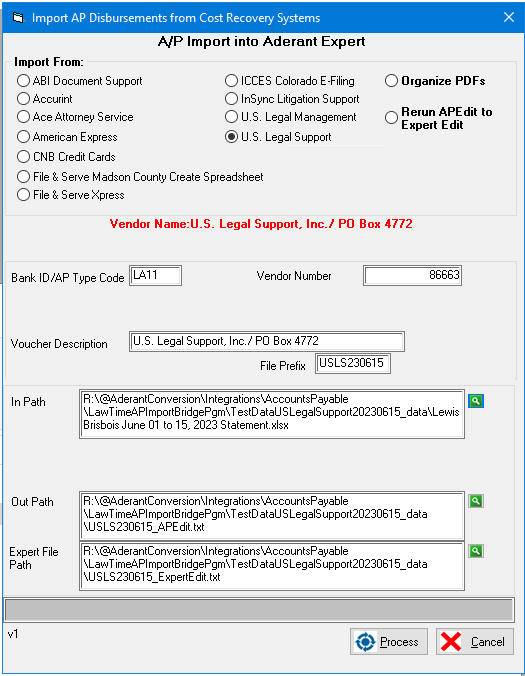
**e.** **Check Number of TIF Files to Spreadsheet:** The next step is to check that there is a TIF file for each invoice in the spreadsheet. Do this by selecting the **Check Number of TIF Files to Spreadsheet** option. Enter the path of the spreadsheet provided by the vendor. Click the Process button. The number of Spreadsheet rows and the number of TIF Files will be displayed on the window. If the numbers are not equal, then something went wrong. In our sample below, there are more TIF files than spreadsheet rows. That probably means there are still some blank and multi-page TIFs that have not been processed.  




Go back and review the TIFs in Windows Explorer to locate any blanks or multi-page invoices. Process them according to the steps above. Be sure to **Renumber TIF Files** if you make any changes. After completing the processing select **Check Number of TIF Files to Spreadsheet** again and click process. Once the number of spreadsheet rows and TIF files are equal, you are ready to spot check the results. 

**f.** **Spot check the first, middle and last distribution to make sure that the TIF shown as the attachment on the edit is the correct invoice.** If they are correct, you are then ready to proceed to the import.

**g. Convert the TIFs back to PDFs.** When you select this option the Image Prefix will be set to USLS230615. If you are not processing US Legal Support change the first four characters to something else. If you have already processed one set of images with this prefix you will need to change the last character of the prefix to be unique. When this finishes your folder will contain the PDFs for the batch with the prefix followed by the image number (example: USLS230615\_0001.pdf). Note that all image file names must be unique in Expert.

**3. Run the U.S. Legal Support Import:** Select the U.S. Legal Support option in the program. You will get a pop-up message telling you to make sure the default printer is set to Win2PDF. Check this then click OK. The following window will appear:  
 

**4.**  **Make sure the Image Prefix matches the image prefix you used in the Reformat PDFs program. If not change it.**

**5.** Click on the search button for the InPath and navigate to the US Legal Support spreadsheet. The Out Path and the Expert File Path will be automatically set for you to output to the same folder.

**6.** Click the process button. When the process is finished you will have a file in the folder called USLS*yymmdd\_*ExpertEdit.txt. This is the file that will be imported into Expert A/P.

Note: The program will check to see if the matters assigned will be able to accept a disbursement (matter closed, etc.) and if not it will be changed to a G/L journal distribution. A log file will be generated *USLSyymmdd\_ExpertEdit.log* which will list every instance that the program needed to do this. This will reduce the number of distributions that are sent to the rejection table. You will want to review and resolve these before posting the A/P invoices in this batch.

**7.** Review the *ABIDyymmdd\_ExpertEdit.log* file. At this point you may choose to update the records in the *ABIDyymmdd\_APEdit.txt* file to change the client-matter numbers in the bad file number records in the log. If you do you can make those changes using a text editor and then run the “Rerun APEdit to Expert Edit” option .   
 You may also choose to proceed without doing this and update the records using the “AP Import Handling Rejected Invoices and Images.docx” instructions indicated below. You may find it easier to make corrections in the A/P Edit.txt file as indicated here.

**To update in the APEDIT file:** a. Open up the xxxx\_ExpertEdit.log file. You will see entries like the following:  
  
 The first number is the line number in the xxx\_APEdit.txt file. The output line# is the line number in the xxxx\_ExpertEdit.txt file.  
 b. Open both the APEdit and ExpertEdit files and to the line numbers indicated in the log using Notepad++. Here is what you will find in the APEdit file for this example (line 207):  
  
 Here is what you will find in the ExpertEdit file for this example (line 104):  
  
 c. For this example the log shows that matter 042875.000052 could not be found in the Expert database. If you can determine what the correct matter number is you should change it in the APEdit file on the first line number in the log. You will also need to change it on the lines above that line that correspond to this entry. If you can’t find it then the entry will be charged to the default G/L number and you don’t need to change anything.  
 d. Call up the APImport program again take the option to Rerun APEdit to Expert Edit again. The log file will be updated with any errors found in this run. Note that the log entries will be added to the end of the log and the original errors will remain at the top of the log.  
 e. Review the log file and repeat the process until you are satisfied that you have resolved all the errors you can.

**8.** Copy the *xxxxx*ExpertEdit.txt file to the \\prod-na\expfs01$\imports\APInvoices folder. Note that the *xxxxx* is the prefix entered on the main screen.

**9.** Copy the PDFs to the folders where Expert Imaging will process them:  
 a. \\prod-na\expfs01$\ExpertImaging\EISource\STACKOUT folder and   
 b. \\prod-na\expfs01$\ExpertImaging\EISource\STACKOUT\DetailDisbRef folder.   
 The images in the STACKOUT folder will attach to the A/P Invoices. The images in the DetailDisbRef folder will attach to the client disbursements.

**10.** Run the import in AppShell: Data Management | Data Import | Generic Importer  
 File | Load Configuration  
 Navigate to [\\prod-na\expfs01$\Importer](file:///\\prod-na\expfs01$\Importer)  
 Select APInvoice.cfg (configuration will be loaded).  
 Click the Go button.  
 When message comes up “Execute These Tasks?” select OK.  
 The results of the import will appear in the Executed Tasks.  
 Double-click the row that comes up in then Executed Tasks window for your import to see the details.  
 Write-down the task# for future reference.

**11. Handle Error Exceptions:** Please see document entitled “AP Import Handling Rejected Invoices and Images.docx” for further instructions on this.

**12.** Research and correct any G/L distributions for invoices that were charged to closed or invalid matters where appropriate.

**13. Post the Invoices.**    
 Call up Expert Accounts Payable.   
 Click on Invoices on the left-hand margin.  
 In the Status field select “Ready for Posting” and enter the vendor in the vendor field. Then click Search.  
 Click on the first row that is returned.  
 Click Ctrl-A to select all rows.  
 Click Post at the top of the window (with the green arrow icon).   
 Watch the activity window in the top right. When it finishes if there are any errors double-click it to see what the issue is and resolve it.

**14. Once the invoices are posted, the imaging routine will import the images that you put in the STACKOUT folder that relate to the disbursements. Alternatively you can post them yourself as follows:  
 A/P Invoices** . Call up the Expert Imaging program  
 . Select AP Invoices from the icons on the left  
 . Then click the Loader tab in the right pane.  
 . Click Run. (Don’t click the STOP button. Let the process complete.)  
 . Check the log and correct any issues found.  
 **Client Disbursements** . Call up the Expert Imaging program  
 . Select Detail Disbursements from the icons on the left  
 . Click the Loader tab.  
 . In the Job Description List box Select “CMS Detail Disbursements – DisbRef”  
 . Click Run. (Don’t click the STOP button. Let the process complete.)  
 . Check the log and correct any issues found.