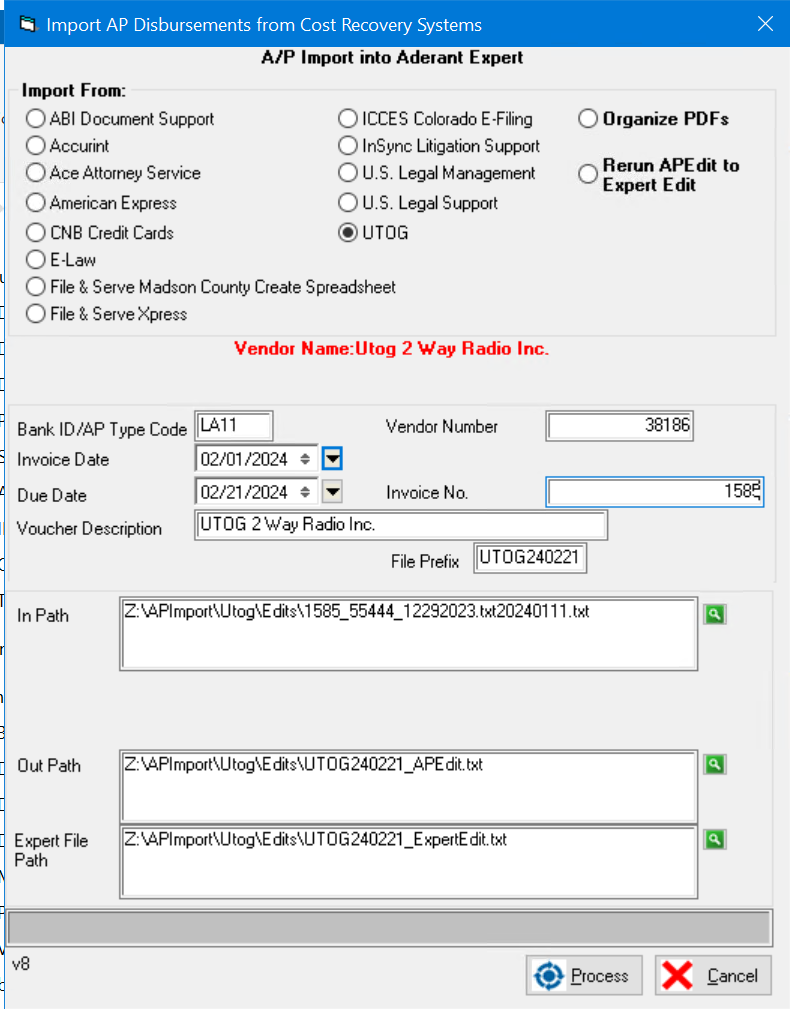
# LBBS AP Import from UTOG to Expert Instructions

4/04/2024

**1. Run the A/P Import program:** Select the UTOG option in the program  
 

**2.** Set the Invoice Date and Invoice Number. Make sure the file prefix is set properly, It should be UTOGyymmdd where yymmdd is the through date of the data in the UTOG input file.

**3.** Click on the search button for the InPath and navigate to the UTOG text file. The Out Path and the Expert File Path will be automatically set for you to output to the same folder.

**4.** Click the process button. When the process is finished you will have a file in the folder called *UTOGyymmdd\_*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 *UTOGyymmdd\_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.

**5.** Review the *UTOGyymmdd\_ExpertEdit.log* file. At this point you may choose to update the records in the *UTOGyymmdd\_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.

**6.** Copy the *UTOGyymmdd\_*ExpertEdit.txt file to the \\prod-na\expfs01$\imports\APInvoices folder. Note that the *UTOGyymmdd* was the prefix entered on the main screen of the import program.

**7.** 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.

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

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

**10. Attach the images to the invoice and the client disbursements. (See document AP Attaching Client Disbursement Images).**

**11. 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 UTOG (Lexisnexis) invoice.  
 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.