

Table of Contents

- Prerequisites..... 1
- Accessing Custom Export Builder 2
- Create New Template 3
 - Sections..... 5
 - Field Types..... 6
 - Adding New Fields 7
- AP Offset 9
- AP Offset + Custom Export Builder 12
- Job Scheduling..... 14
- List of Data Fields..... 15

Custom Export Builder, a **Certify AP** feature, gives clients the ability to create custom export templates. These templates allow the export of invoice data in a variety of formats and the import of invoice data into their **ERP** systems or **AP** packages.

This document details for you, a **Certify AP Administrator**, how to use the **Custom Export Builder** feature to build new or edit existing export templates.

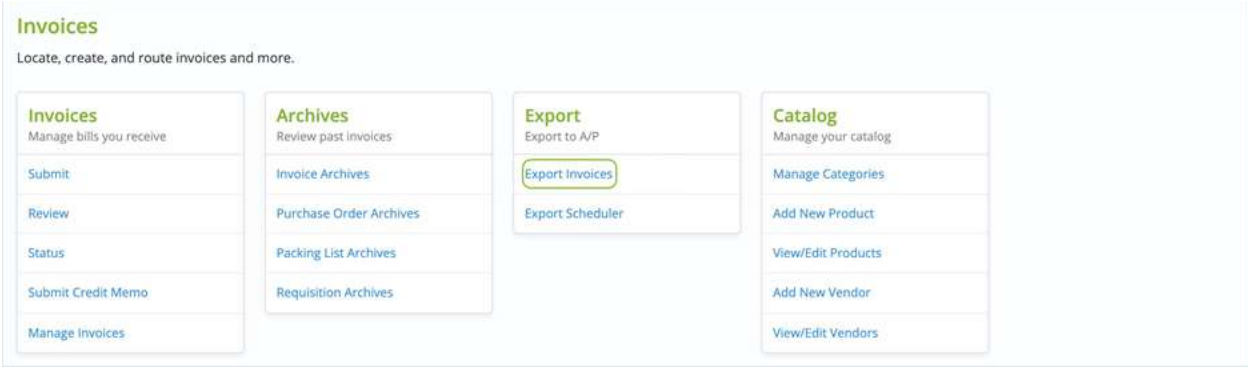
PREREQUISITES

- Users must have the **Root Administrator** or **Accounting Review** permission to access **Custom Export Builder**.
- Administrators must configure the **AP Offset** feature in order to use the **Custom Export Builder**.

ACCESSING CUSTOM EXPORT BUILDER

Step 1: From your **Certify AP** homepage, select the **Invoices Tab**.

Step 2: Under **Export**, select **Export Invoices**.



CREATE NEW TEMPLATE

Now you have accessed the **Custom Export** page, you can create new custom export templates.

Step 1: Click **New Template**.

Accounts Payable Transaction Export

Accounting System: Generic (Max Len Due Date No Man Check Export)

Invoice Status Options

Select Invoices to Re-Export

Current Invoices

Previously exported invoices: NONE

New Template

Active Templates

Type	Name	Description	
Non-ACH	Debit/Credit Exports	Export of non ACH AP invoice data for import to GP for GJE of debits and credits.	Disable Export Preview Edit
ACH	ACH Exports	ACH Exports	Disable Export Preview Edit

Disabled Templates

Type	Name	Description	
Non-ACH	GP Import Type 2	Import template for GP GJE - type 2	Enable Preview Edit

Under **Active** or **Disabled Templates**, there are a few options to create or adjust custom templates.

- **Disable / Enable** – Allows a template to be enabled, available for exports and scheduled jobs, or disabled.
- **Export** – Uses the template to run a manual export and produce an export file on demand and flags the invoices as exported.
- **Preview** – Uses the template to preview a manual export and produce an export file on demand but does not flag the invoices as exported.
- **Edit** - Allows a template to be edited

Step 2: After the template format appears, fill out the appropriate fields.



The screenshot shows a form with four fields: 'Name' (text input), 'Description' (text area), 'Status' (radio buttons for 'Active' and 'Disabled'), and 'Content' (dropdown menu with options 'Non-ACH' and 'ACH'). A green box highlights the 'Name', 'Description', and 'Status' fields.

- **Name** - The template name.
- **Description** - A short description of what the template is used for
- **Status** - The status of the template determines if it can be used to export data. **Active** allows the template to be used in manual or scheduled jobs. **Disabled** will not allow the template to be used for exports.
- **Content** - Determines which type of invoices will be included in the export, **ACH** or non-**ACH**.

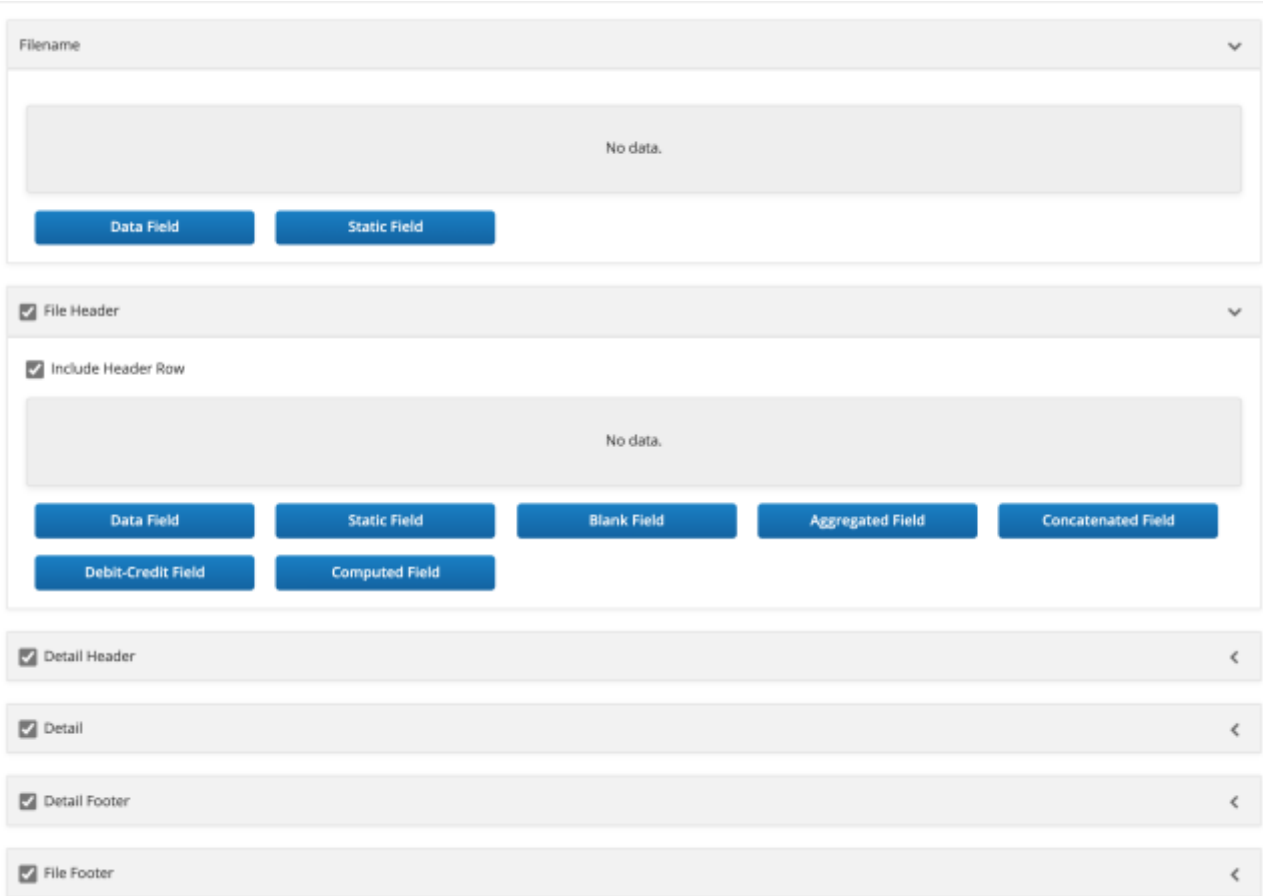
Step 3: Next choose the **File Format**, **Invoice Types**, and whether the file should contain **Positive** and/or **Negative** integers.



The screenshot shows a form with three fields: 'File Format' (dropdown menu), 'Invoice Types' (checkbox for 'Include Voiced Invoices'), and 'Positive/Negative Invoices' (dropdown menu with options 'Positive and Negative', 'Positive Only', and 'Negative Only'). A green box highlights the 'File Format' and 'Positive/Negative Invoices' fields.

- **File Formats** - Determines the format of the output file. Choose from **CSV**, **TXT**, **XML**, or **NACHA** file format types.
- **Invoice Types** – Determines if voided invoices are included in the export. It is unchecked by default.

Step 4: Create a **Filename** and determine which **Sections** and **Field Types** need to be included on the export.



The screenshot shows the 'Custom Export Builder' interface. It features several sections, each with a dropdown arrow on the right and a checkbox on the left. The sections are:

- Filename:** Includes a 'No data.' placeholder and two buttons: 'Data Field' and 'Static Field'.
- File Header:** Includes a checked checkbox, an 'Include Header Row' checkbox, a 'No data.' placeholder, and five buttons: 'Data Field', 'Static Field', 'Blank Field', 'Aggregated Field', and 'Concatenated Field'.
- Detail Header:** Includes a checked checkbox and a left-pointing arrow.
- Detail:** Includes a checked checkbox and a left-pointing arrow.
- Detail Footer:** Includes a checked checkbox and a left-pointing arrow.
- File Footer:** Includes a checked checkbox and a left-pointing arrow.

Sections

Each template has sections where you arrange the columns of data you want to export. The sections can be added to the template by clicking the check box to the left of the section name to activate it, and then clicking anywhere on the section line.

Section	Description
Filename	The name of the file that is output/delivered.
File Header	File headers appear once in a file as the first or second row.
Detail Header	Detail headers appear once per each unique invoice detail in a file.

Detail	Details represent your invoice line items at the allocation detail level.
Detail Footer	Detail Footers appear once per each unique invoice detail in a file.
File Footer	File Footers appear once in a file as the first or second row.

Field Types

Each active section on a template requires that at least one field must be added. The chosen fields determine what data will be shown in the export.

Field Type	Description
Data Field	Columns of data stored in the Certify AP database from the application.
Static Field	Allows a column with a repeated, unchanging value to be inserted.
Blank Field	Allows a column with a blank, or no data, be inserted.
Aggregated Field	Allows a column that aggregates or combines other data fields together using functions like SUM .
Concatenated Field	Allows a column to be inserted that consists of other data field columns strung together.
Debit-Credit Field	Allows a set of columns to be inserted that break positive and negative integers into two columns instead of one.
Computed Filed	Allows a column to be inserted that consists of data columns evaluated using various comparators. <ul style="list-style-type: none"> • = - Equal to • ≠ - Not equal to • < - Less than • ≤ - Less than or equal to • > - Greater than • ≥ - Greater than or equal to

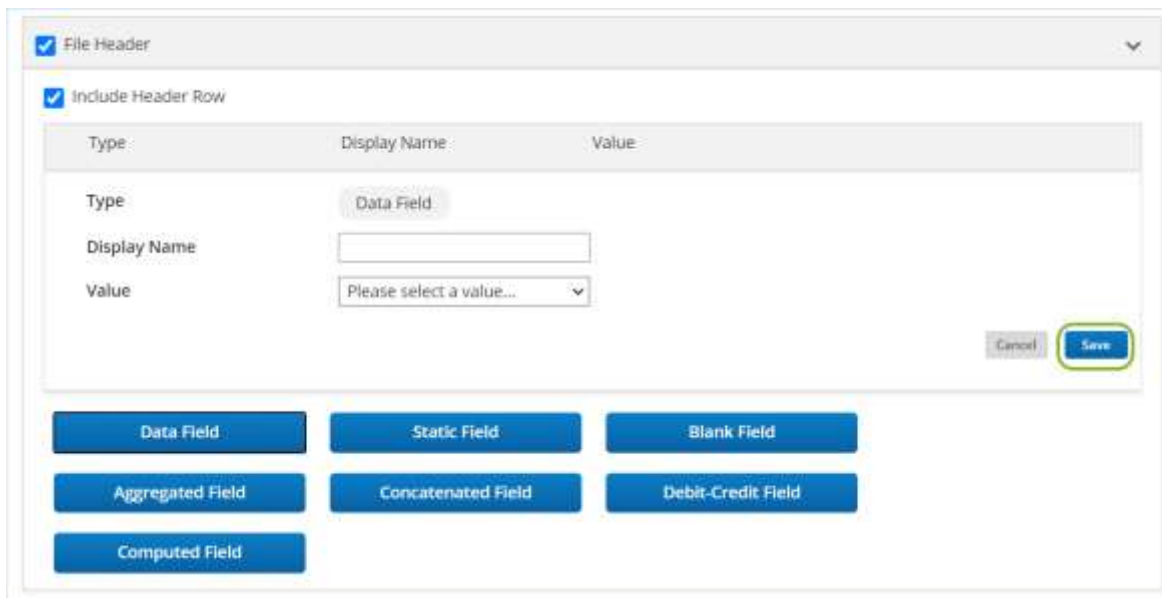
Adding New Fields

Step 1: To add new fields first click on the required **Field Type**.



The screenshot shows the 'File Header' section of the Custom Export Builder. It includes a checked checkbox for 'File Header' and 'Include Header Row'. Below these is a grey box with the text 'No data.'. A central area contains seven blue buttons for field types: 'Data Field', 'Static Field', 'Blank Field', 'Aggregated Field', 'Concatenated Field', 'Debit-Credit Field', and 'Computed Field'. These buttons are enclosed in a green rounded rectangle. Below the buttons are sections for 'Detail Header' and 'Detail', each with a checked checkbox and a right-pointing arrow.

Step 2: Add a **Display Name** and complete the other required fields, then click **Save**.

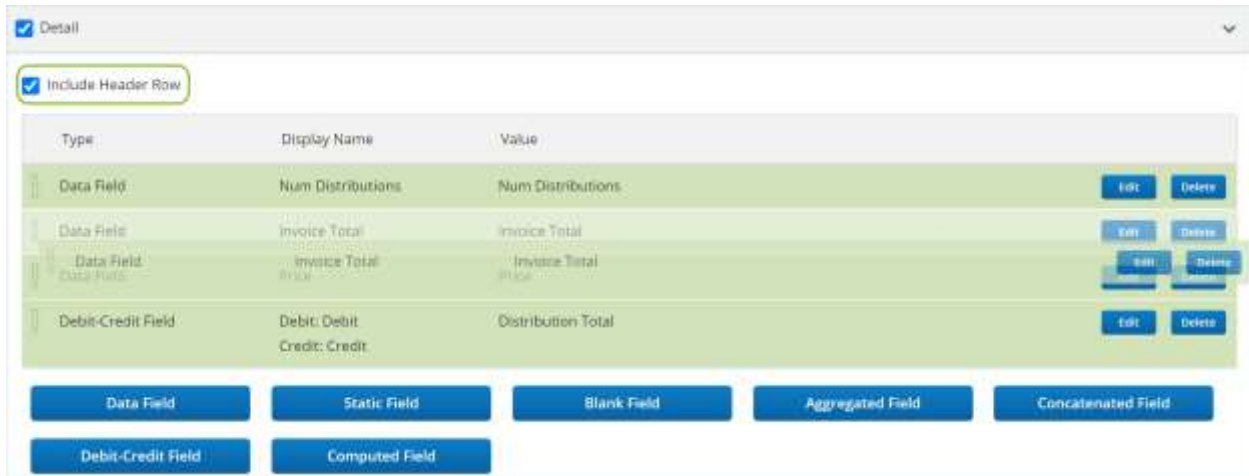


The screenshot shows the 'File Header' section with the 'Include Header Row' checkbox checked. Below it is a table for configuring a field:

Type	Display Name	Value
Type	Data Field	
Display Name	<input type="text"/>	
Value		Please select a value... <input type="button" value="v"/>

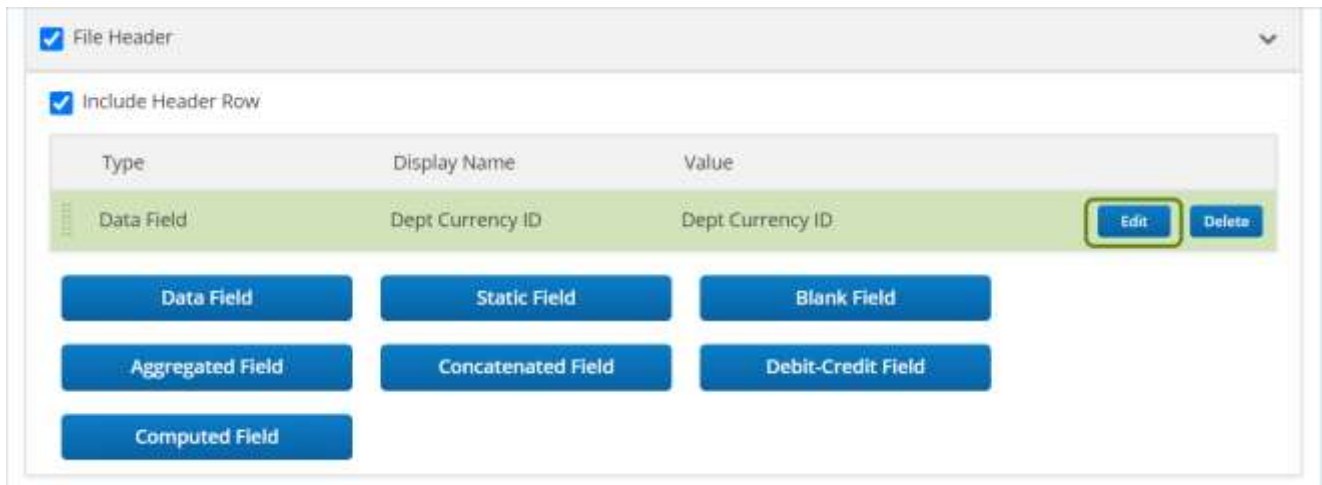
At the bottom right of the table area are 'Cancel' and 'Save' buttons, with the 'Save' button highlighted by a green rounded rectangle. Below the table are the same seven field type buttons as in the previous screenshot.

Step 3: Once your fields are created you may rearrange them by dragging and dropping them in the order you would like to see them appear in your export file.



You may also choose whether to include the header row in your export file for each section.

Step 4: To edit an existing field, click the **Edit** button. Once all changes are made, click the **Save** button.



Step 5: To remove existing field, click the **Delete** button.

File Header

Include Header Row

Type	Display Name	Value	
Data Field	Dept Currency ID	Dept Currency ID	<input type="button" value="Edit"/> <input style="border: 2px solid #0070c0;" type="button" value="Delete"/>

Data Field
Static Field
Blank Field

Aggregated Field
Concatenated Field
Debit-Credit Field

Computed Field

Step 6: Once you have added all your sections and fields click the **Save** button at the bottom of the template.

Detail

Include Header Row

Type	Display Name	Value	
Data Field	Date, Day	Date, Day	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Data Field
Static Field
Blank Field

Aggregated Field
Concatenated Field
Debit-Credit Field

Computed Field

Detail Footer

File Footer

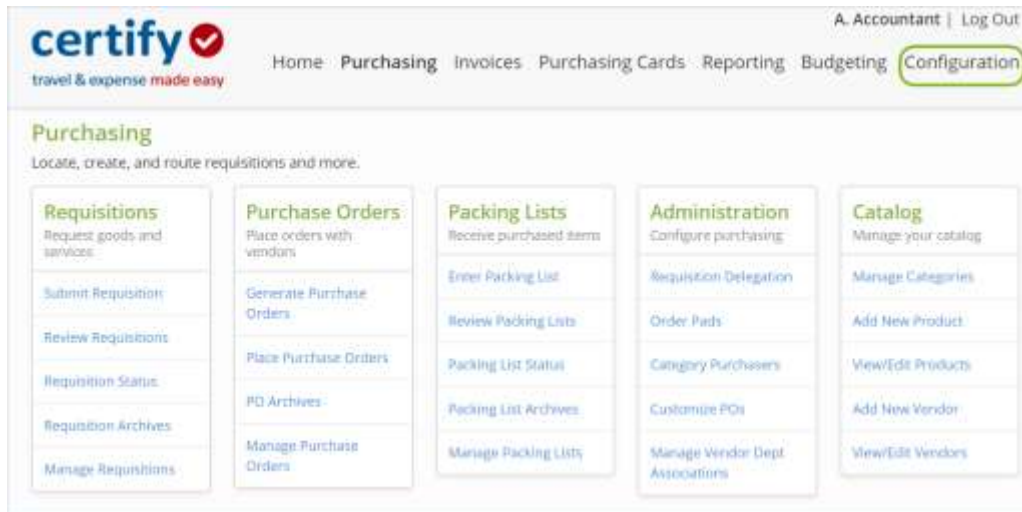
Cancel
Save

AP OFFSET

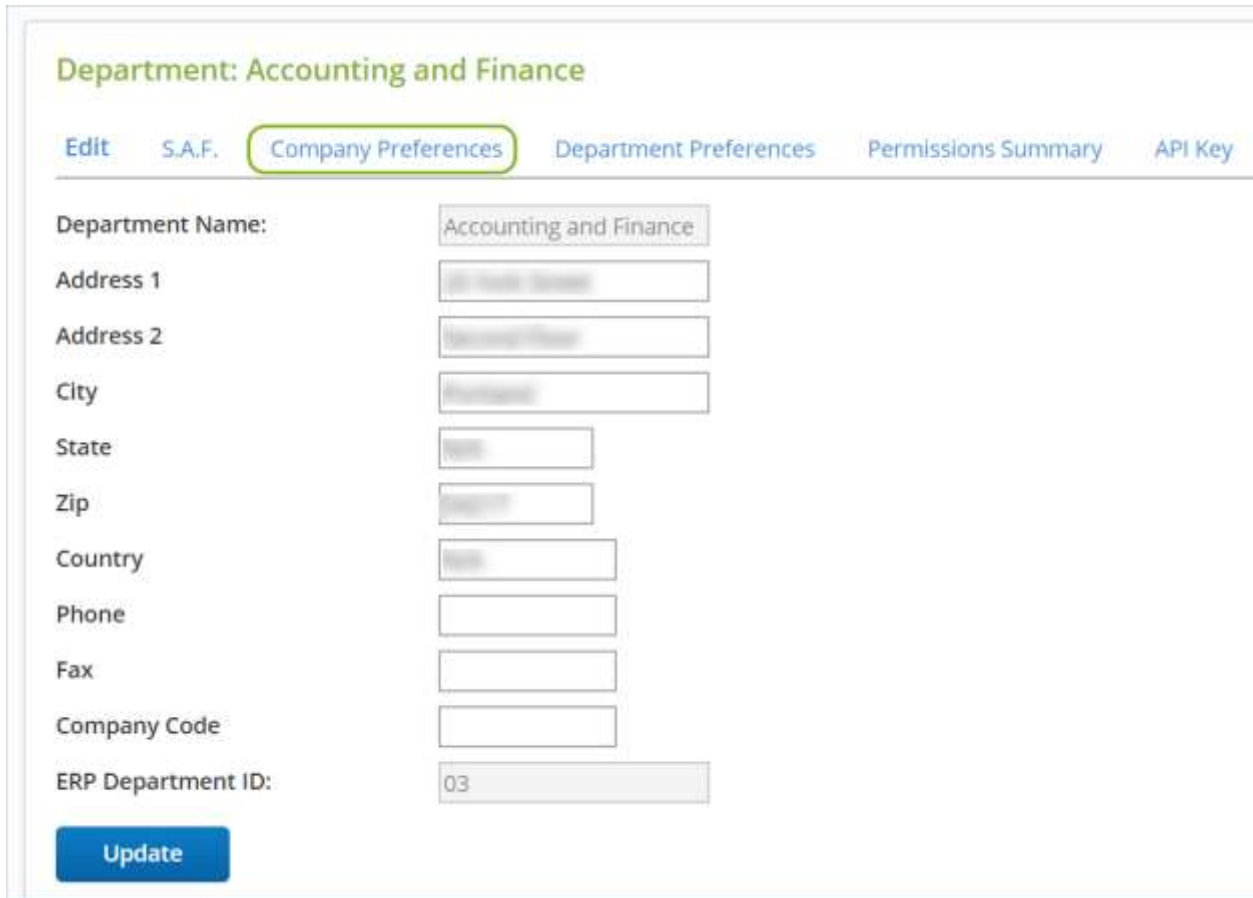
The **AP Offset** feature adds an **Offset Line** for a reversing entry against each detail exported. The offset line is automatically added for each invoice detail exported to balance your entry.

The **AP Offset** feature must first be enabled by a **Certify AP Administrator** prior to its use in **Custom Export Builder** templates.

Step 1: Login as a **Certify AP Administrator** and open the **Configuration** tab.



Step 2: Find the root company department and select **Company Preferences**.



Department: Accounting and Finance

Edit S.A.F. **Company Preferences** Department Preferences Permissions Summary API Key

Department Name: Accounting and Finance

Address 1

Address 2

City

State

Zip

Country

Phone

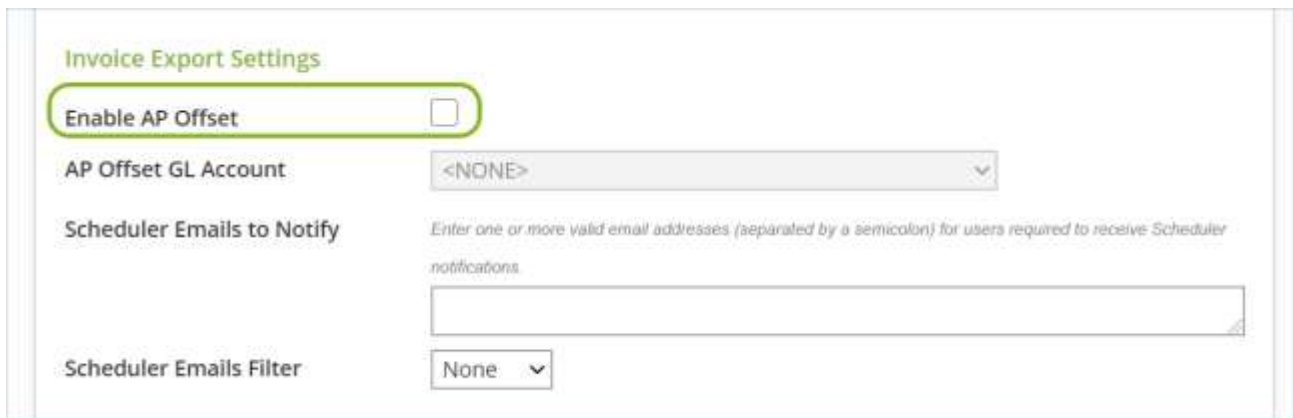
Fax

Company Code

ERP Department ID: 03

Update

Step 3: Scroll to the **Invoice Export Settings** and activate **AP Offset** by selecting the checkbox.



Invoice Export Settings

Enable AP Offset

AP Offset GL Account: <NONE>

Scheduler Emails to Notify: Enter one or more valid email addresses (separated by a semicolon) for users required to receive Scheduler notifications.

Scheduler Emails Filter: None

Step 4: Select an **AP Offset GL Account** that will be used when an **Offset Line** is created.

Invoice Export Settings

Enable AP Offset
 AP Offset GL Account: 2120 - A/P Accrued Accounts Payable
 Scheduler Emails to Notify: Enter one or more valid email addresses (separated by a semicolon) for users required to receive Scheduler notifications.
 cjantipuna@veridianlabs.org
 Scheduler Emails Filter: All

The **AP Offset GL Account** will appear in the **GL Code** data field for the **Offset Line** or in the **Account Number** data field if they are added to the template.

Invoice Number	GL Code	Account Name	Invoice Date	Distribution Total
MIC635-20190917-01	1520	PPE - Computer Equipment	9/17/2019	35.12
	2120	A/P Accrued Accounts Payable	9/17/2019	-35.12
MIC635-20190917-01	1520	PPE - Computer Equipment	9/17/2019	65.34
	2120	A/P Accrued Accounts Payable	9/17/2019	-65.34

AP OFFSET + CUSTOM EXPORT BUILDER

Once **AP Offset** has been activated, you can determine which templates will use an **AP Offset** row in the **Details** of each custom template.

Step 1: Open the **Custom Export Builder** template page and create a **New Template** or **Edit** an existing template.

Accounts Payable Transaction Export

Accounting System: Generic (Max Len Due Date No Man Check Export)

Invoice Status Options

Select Invoices to Re-Export

Current Invoices

Previously exported invoices: NONE

New Template

Active Templates

Type	Name	Description	Disable	Export	Preview	Edit
Non-ACH	Debit/Credit Exports	Export of non ACH AP invoice data for import to GP for GJE of debits and credits.				

Step 2: Once you have the template open, check the box for **Use Offset Account** in the template you want to use the feature in. Then, move onto column configuration.

Offset Account Use Offset Account

Effective setting (requires saving): Active

Note: To enable Offset Account the appropriate settings should be enabled in the Company Preferences section of Certify AP Configuration. To use the Offset Account you must also select both Positive and Negative Invoices above.

Step 3: Once the **AP Offset** is enabled and configured, be sure to include at least one of the below data fields in the **Detail** section of your export template:

Detail

Include Header Row

Type	Display Name	Value	Edit	Delete
Data Field	Date, Day	Date, Day		

Type: Data Field

Display Name: Department

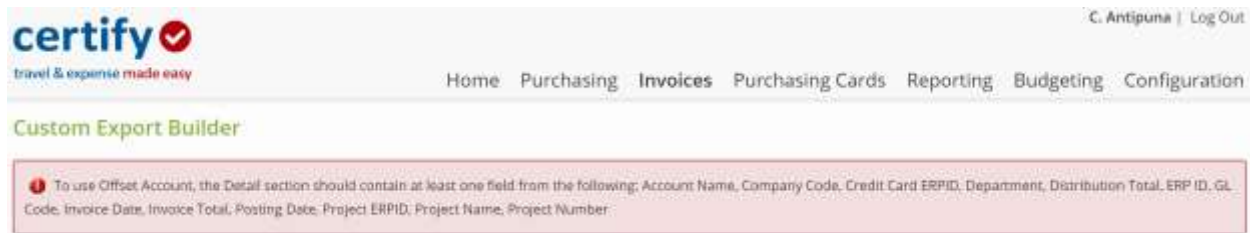
Value: Department

Buttons: Cancel, Save

Field Selection Buttons: Data Field, Static Field, Blank Field, Aggregated Field, Concatenated Field, Debit-Credit Field, Computed Field

- Account Name
- Company Code
- Credit Card ERPID
- Department
- Distribution Total
- ERP ID
- GL Code
- Invoice Date
- Invoice Total
- Posting Date
- Project ERPID
- Project Name
- Project Number

If one or more of the above fields are missing, an error message will appear.



JOB SCHEDULING

Along with the release of Custom Export Builder there have been some changes to the **Export Scheduler** functionality.

When scheduling an export job, you only need to configure the date, time or other options for the export and then pick the template you would like applied:

Export Scheduler

Scheduling Details

Recurring:

Start date:

Preferred time (UTC):

Template:

- NONE
- Non-ACH - Debit/Credit Exports (active)
- Non-ACH - AFAS (active)
- Non-ACH - DT & CDims Testing (active)
- Non-ACH - YWCA - 1 (active)
- ACH - ACH Exports (active)
- Non-ACH - 1 - GP Import Type 2 (disabled)

LIST OF DATA FIELDS

Field Type	Description
Account Name	The GL Account Name for the GL this invoice was charged to.
Account Number	Full account string of the department. (Dept ERPID/GL Code/Project format)
Bill To Address1	The primary billing address for your company (or this department).
Bill To Address2	The secondary billing address for your company (or department).
Bill To City	The city in which your company (or department) is located.
Bill To Country	The country in which your company is located.
Bill To Fax	Your company's fax number.
Bill to Name	The name of your company (or department).
Bill To Phone	Your company's phone number.
Bill To Zip	Your company's zip or postal code.
Charge Reference Number	The reference number of the credit card charge.
Comments	Comments by the Submitter and Approver .
Company Code	The Code that identified the company (or department).

Credit Card ERP ID	The ID Number that identifies the credit card that paid this Invoice in your company's accounting system.
Credit Card GL Name	Default GL Account Name of the credit card account vendor
Credit Card GL Number	Default GL Account Number of the credit card account vendor
Credit Card ID	The ID Number of the credit card that paid the invoice.
Credit Card Name	The name of the credit card that paid the invoice.
Date & Time	Inserts the current date and time to the millisecond.
Date, Day	Inserts a date part for the current date day value.
Date, Month	Inserts a date part for the current month value.
Date, Year (2-Digit)	Inserts a date part for the current year value, the last two digits.
Date, Year (4-Digit)	Inserts a date part for the current year value, all four digits.
Time, Hour	Inserts a date part for the current time hour value.
Time, Minutes	Inserts a date part for the current time minutes value.
Time, Seconds	Inserts a date part for the current time seconds value.
Department	The department the invoice was charged to.
Dept Currency ID	The department's default currency.
Dept Extended	Amount allocated to particular Department/GL/Project in the vendor's currency
Dept Rate	Department's currency RateToUSD / Vendor's currency RateToUSD .
Dimensions	List of custom dimensions if they are in use by the company

Distribution Total	Amount allocated to particular Department/GL/Project in vendor currency. This represents the actual spend of a line item.
Distribution Type	Indicates the item type: PURCH, Credit Memo or Footer type (such as FREIGHT, TAX , etc).
Due Date	The date the invoice must be paid.
ERP ID	The ID Number that identifies this business unit (department) in your company's accounting system.
Export Comments	Comments by the Accounting Reviewer (the employee who approved this invoice for export).
GL Code	The GL Code for the GL Account this invoice was charged to.
InterCompany ERP ID	The ID Number that identifies this business unit (department) in your company's accounting system.
Invoice Date	The date of the invoice.
Invoice Number	The number of the invoice.
Invoice Total	The total cost of the items in the invoice.
Is Manual Check	Indicates whether the invoice was paid by a manual check.
Local Currency ID	The vendor's default currency.
Local Extended	Amount allocated to a particular Department/GL/Project in the department's currency.
Local Rate	Vendor's currency RateToUSD or the department's currency RateToUSD .
Manual Check	The number of the check that paid the invoice.
Merchant ID	AP Vendor ID in the vendor setting.
Merchant Name	The vendor's name.
Model Number	The product's model number.
Num Distributions	Number of allocated items on the invoice.

Payment Status	<p>The status of the invoice payment. There are four available status options:</p> <ul style="list-style-type: none"> • N - This indicates that the payment status is not available due to invoice type. • P - This indicates that the invoice has been sent for payment and is currently pending an update. • Y - This indicates that the payment has been released. • X - This indicates that there was an issue with the payment.
PO Number	The number of the Purchase Order that ordered this product.
Posting Date	The date the invoice was posted.
Price	The price of one unit of the product. For actual spend of a line item use Distribution Total .
Price Extended	The total price of this line item in the invoice (unit x price).
Product Category	The product's category in your company's internal product catalog.
Product Description	The short description of this product.
Product Unit	The unit in which the product is shipped.
Project ERP ID	The ID Number that identifies this project in your company's accounting system.
Project Name	The name of the project the invoice was charged to.
Project Number	The number of the project the invoice was charged to.
Quantity	The number of units of this product ordered.
Quantity Extended	The number of units of this product ordered.
Requisition Comments	Comments from the original Purchase Requisition made by the submitter, and the approver(s).

Settlement Date	The date the payment was settled.
SKU	The product's SKU (Stock Keeping Unit) number.
Submitter	The name of the employee who submitted the invoice.
Term	The vendor's default payment term.
User ERP ID	The ID Number that identifies this user in your company's accounting system. (Referred to as Employee ID in Certify Configuration .)
Vendor Account Number	The vendor's account number.
Vendor Address1	The vendor's primary street address.
Vendor Address2	The vendor's secondary street address.
Vendor City	The city in which the vendor is located.
Vendor Country	The country in which the vendor is located.
Vendor ERP ID	The ID Number that identifies this vendor in your company's accounting system.
Vendor Fax	The vendor's fax number.
Vendor Name	The name of the vendor.
Vendor Phone	The vendor's phone number.
Vendor State	The state in which the vendor is located.
Vendor Zip	The vendor's zip code.
Voided	Indicates whether the invoice was voided or not.