



Process

Documentation

Department:

Customer Support

Last Updated:

11/19/2025 12:38 PM

NAME OF PROCESS

Accounts Payable Upload

Use Case / Objectives

The Accounts Payable Invoice Upload application provides you with the ability to upload AP invoices en-masse either via web API or from a spreadsheet and then export them into RentalMan's Accounts Payables system. This guide will detail the different methods of entering AP invoices into the Accounts Payable Invoice Upload application and how to bring them into RentalMan.

Applicable Control Records

The following is a list of control records in RentalMan and how they affect the functionality of the AP Invoice Upload application:

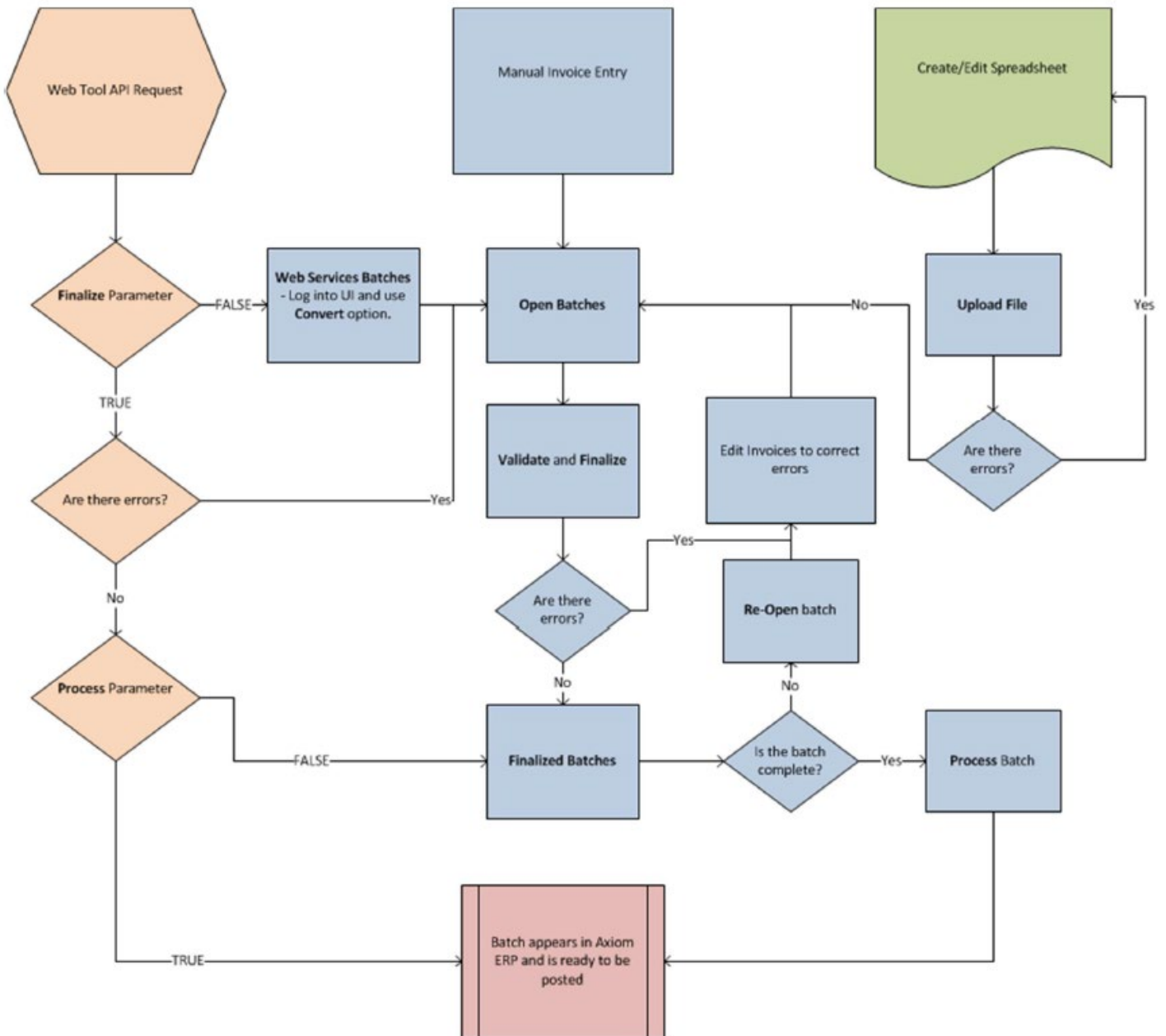
- **APEUPL** - Use this control record to set a default Halt Code for errors and G/L Journal Code for invoices uploaded through the AP Invoice Upload application. You can also specify a file
 - path for error logs.
- **IP2301** - Use this control record to specify which Halt Codes will prevent an invoice from posting to the G/L.
- **IP2104** - Use this control record to allow the use of Prepaid Expenses. You can also set APinvoices to Auto-Post to the G/L. If AP invoices are set to auto-post they will not appear under the Post Invoices option once they have been processed, instead they will appear directly under the vendor's open payables.
- **IP2102** - Use this control record to define valid invoice date ranges.
- **DUPINV** - Use this control record to have the system check for duplicate invoice numbers.

Configuration, Training, and Reporting

This document assumes you know how to perform basic Search functionality to find information in the system (i.e., F4 search). The steps for this are not included within this document.

Field definitions for applicable tasks are available in the Reference Glossary. To view these definitions either click on the screen name in the task or scroll to the end of the documentation to view the Glossary.

Process Flowchart



Entering AP Invoices

There are three methods of entering AP invoices into the Accounts Payable Upload application.

- [Create a spreadsheet](#) of AP invoices and upload the file into the application to be exported to RentalMan.
- [Manually enter invoices](#) into the application to be exported into RentalMan.
- [Send AP batches via API request](#) using a third party application.

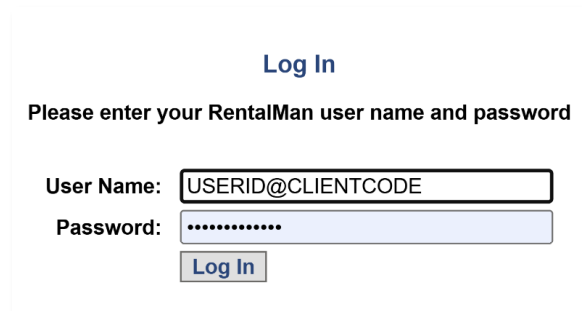
Security

Users who are using the AP Upload feature in intraportal must have security code **H11** in their user security profile. **NOTE:** You can contact customer support for assistance.

Signing In

<https://apps.wynnesystems.com/axiom-webapp/login>

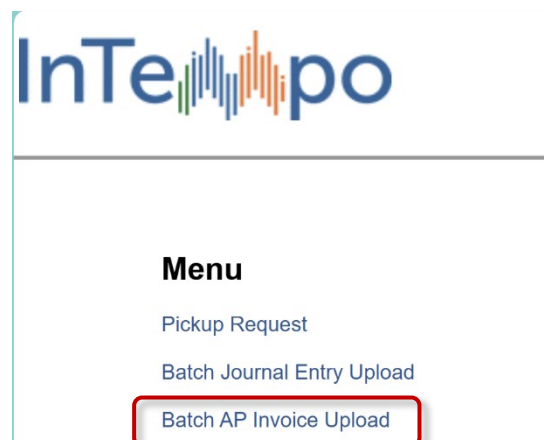
When signing in it is necessary to specify which environment you would like to access. To do this append your RentalMan username with an @ symbol and your company-specific client code. Your password is your RentalMan password.



The screenshot shows a 'Log In' form with the following elements:

- Log In** (Section Header)
- Please enter your RentalMan user name and password
- User Name:
- Password:
-

Upon successfully signing in you will be taken to the main menu. Select the Batch AP Invoice Upload option.



The screenshot shows the main menu with the following elements:

- InTe|||po** (Logo)
- Menu** (Section Header)
- Pickup Request
- Batch Journal Entry Upload
- (highlighted with a red border)

Creating a Spreadsheet

This subsection will explain how to create a spreadsheet that can be used with the AP Invoice Upload application to bring AP invoices into RentalMan. You can download a template for the spreadsheet by clicking the link on the **AP Upload File Screen**.



There are three types of rows associated with each invoice:

- **Header Row:** Each AP invoice will have a single header row which contains general information about the invoice and is indicated with an “I” for invoices or “C” for credits in the Type field.
- **Detail Row:** Each invoice will have a detail row for each GL distribution and is indicated with a “D” in the Type field.
- **Purchase Order Row:** This is an optional row containing purchase order information and is indicated with a “P” in the Type field.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Process Id	Vendor Number	Invoice Number	Type	Invoice Amount	Invoice Date	Location	GL Code	C/D	Amount	Tax Code	Tax Amount	Currency	Due Date	PO Number	
	267	5888111	CK	0	2/21/2013				0		0	USD			
	267	5888111	D					D	850	BEG3	50	USD			
	267	5888111	D	0				D	50		0	USD			
	267	5888111	P	0					0		0	USD		7470	

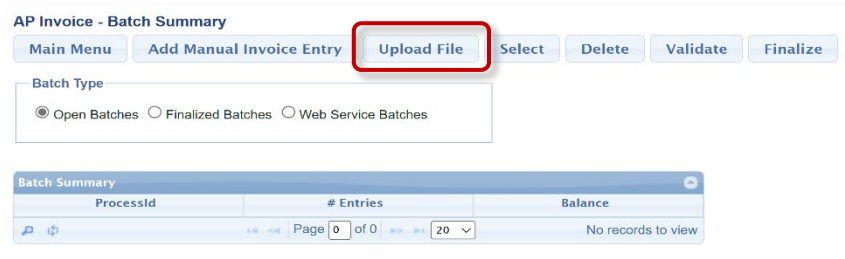
NOTE: The *Invoice Amount* field should be populated in the header row but marked as zero in the detail and purchase order rows. The *Amount* and *Tax Amount* fields must be populated in the detail rows but marked as zero in header and purchase order rows. All other row-specific fields should be left blank in other types of rows.

Upload a Spreadsheet

Process Steps

Follow these steps to upload a spreadsheet of AP invoices to bring into RentalMan:

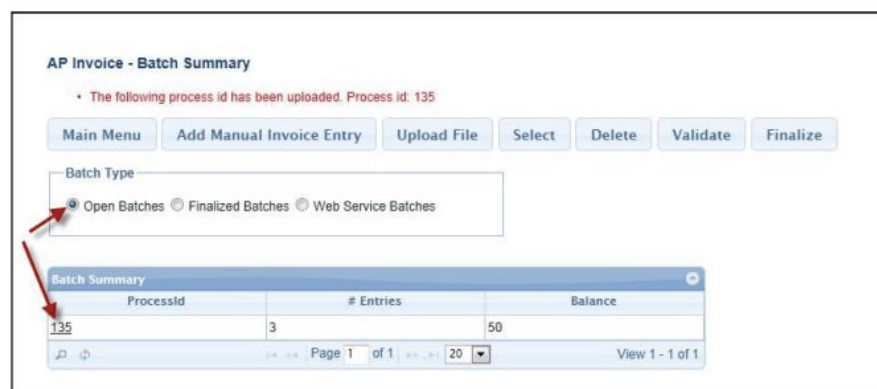
1. Click the **Upload File** button on the **Batch Summary** screen.



2. Click the **Browse** button and select the spreadsheet you want to upload. Then click the **Upload File** button.



3. If your spreadsheet is formatted correctly the system will assign a *Process Id* to the batch and it will appear under **Open Batches** on the **Batch Summary Page**. If the spreadsheet has been formatted incorrectly, an error message will appear in **RED**.



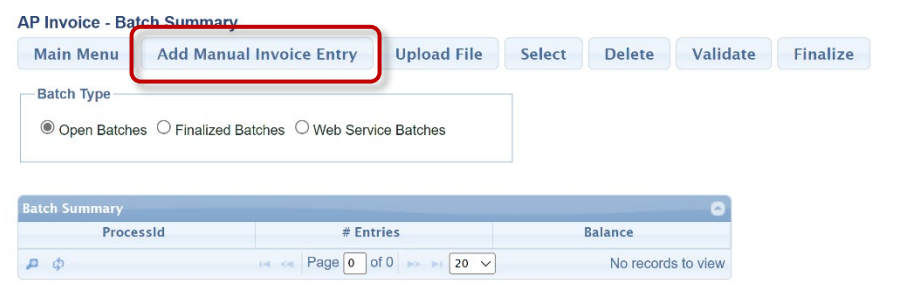
NOTE: Any open balance will be shown in the *Balance* column. The balance of the batch must be zero before it can be exported.

Manual Invoice Entry

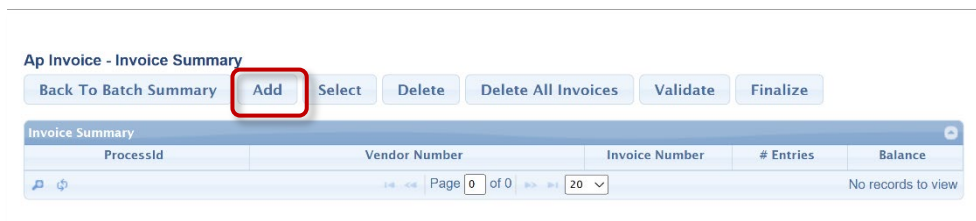
Process Steps

Follow these steps to manually enter invoices to be brought into RentalMan:

1. Click on the **Add Manual Invoice Entry** button on the **Batch Summary** page.



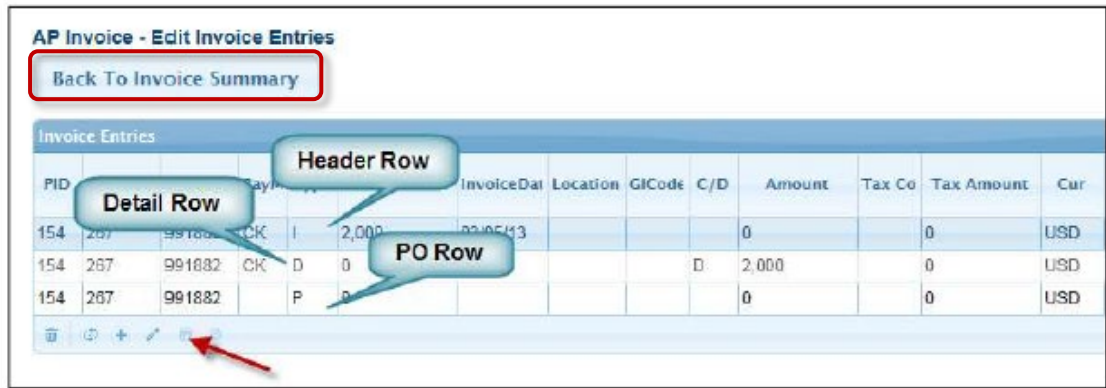
2. Click the Add button on the **Invoice Summary** page to create a batch.



3. Click the **+** button to add a row.



4. Fill out the required fields using the same rules you would when creating a spreadsheet. After making any changes to a row, click the **Save** icon before moving to another row. Any unsaved information will be cleared when leaving a row.



- Once you have finished adding the invoice, click on the **Save** icon, then click on the **Back to Invoice Summary** button (see screenshot above).
- To add another invoice to the same batch, click on the row to highlight it and then click on the **Add** button. **NOTE:** The new invoice will have the *same* **Process ID** number.

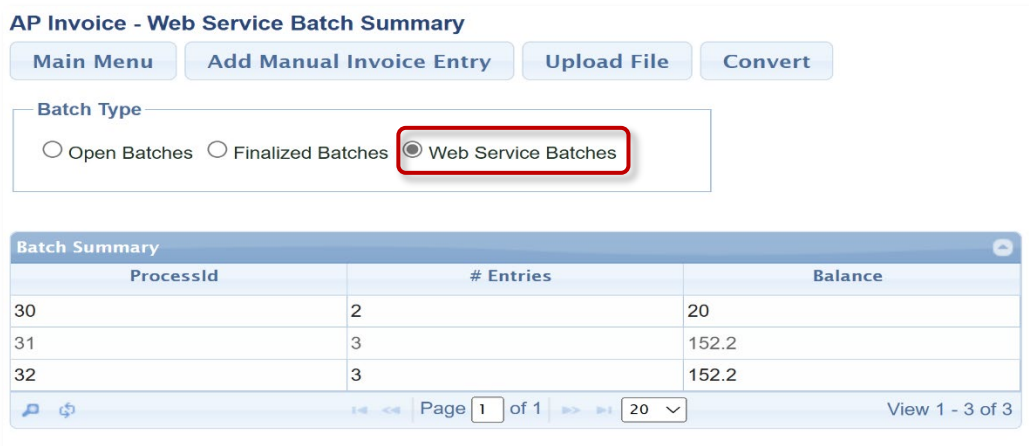


Web Services Batches

The AP Batch Upload API accepts SOAP requests containing AP batch information. If the request is successful a batch record will be created, and the server will return a **Process ID** for that batch.

Process Steps

1. Batches submitted via API can be found under the **Web Services** batch type



AP Invoice - Web Service Batch Summary

Main Menu Add Manual Invoice Entry Upload File Convert

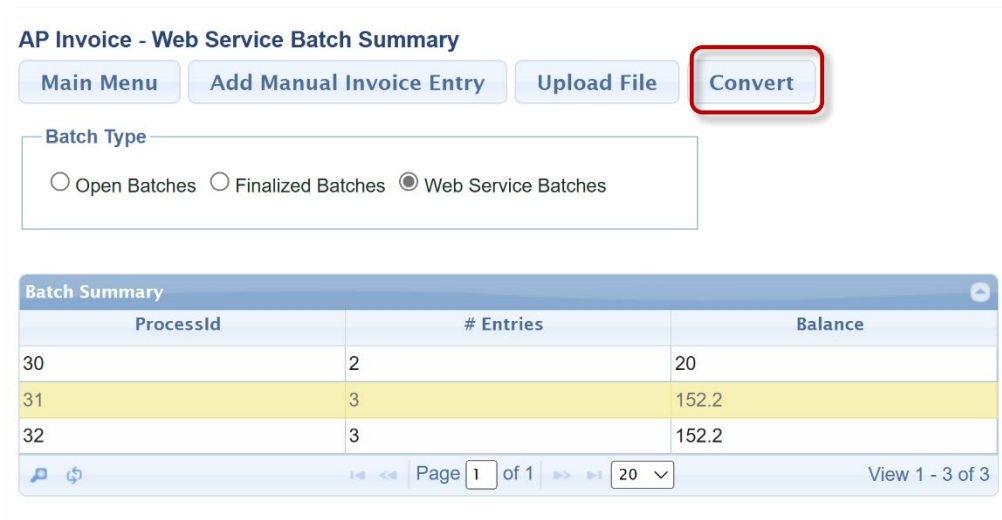
Batch Type

Open Batches Finalized Batches Web Service Batches

ProcessId	# Entries	Balance
30	2	20
31	3	152.2
32	3	152.2

Page 1 of 1 20 View 1 - 3 of 3

2. Click on your batch to highlight it then click on the **Convert** button to move it to **Open Batches** where it can be validated.



AP Invoice - Web Service Batch Summary

Main Menu Add Manual Invoice Entry Upload File Convert

Batch Type

Open Batches Finalized Batches Web Service Batches

ProcessId	# Entries	Balance
30	2	20
31	3	152.2
32	3	152.2

Page 1 of 1 20 View 1 - 3 of 3

3. You can add the Finalize and Process parameters to the **SOAP** request to automate batch processing.
4. If Finalize = **TRUE** and Process = **FALSE** the system will attempt to validate and finalize the batch. If the batch is valid, it will appear under **Finalized Batches**.

AP Invoice - Finalized Batch Summary

Main Menu Add Manual Invoice Entry Upload File Process Re-Open

Batch Type

Open Batches Finalized Batches Web Service Batches

ProcessId	# Entries	Balance	Created User	Batch Date
Page 0 of 0 20 No records to view				

5. If Finalize = **TRUE** and Process = **TRUE** the system will automatically process the batch and, if it is valid, it will be brought into RentalMan.
6. If these parameters are not included in the **SOAP** request they are both assumed to be **FALSE**.

NOTE: If there are errors in the batch it will appear under Open Invoices where it must be edited before it can be processed. See the next section for instructions on editing a batch.

Processing AP Batches

Once you have entered your AP Invoice Batch you must **Validate**, **Finalize** and **Process** the batch in order to export it into RentalMan. This section and its subsections will explain how to perform these functions and bring your batch into RentalMan.

Validating and Editing

This process will check the batch for errors and any potential record conflicts in RentalMan. After you have entered or uploaded your batch you must validate it before the application will allow you to export it.

Process Steps

1. Click on your batch so it is highlighted and then click on the **Validate** button.

AP Invoice - Batch Summary

Main Menu Add Manual Invoice Entry Upload File Select Delete **Validate** Finalize

Batch Type

Open Batches Finalized Batches Web Service Batches

ProcessId	# Entries	Balance
29	3	0
31	3	152.2
33	1	0

Page 1 of 1 20 View 1 - 3 of 3

2. If the batch is invalid for any reason a message box will appear detailing the errors.

apps12.intemposoftware.com says

There is invalid data for processid 31.
VendorNumber:3, InvoiceNumber:PSI-2222 - The sum of the amounts of matching types is not 0.00. Please edit and try again.

OK

AP Invoice - Batch Summary

Main Menu Add Manual Invoice Entry Upload File Select Delete Validate Finalize

Batch Type

Open Batches Finalized Batches Web Service Batches

ProcessId	# Entries	Balance
29	3	0
31	3	152.2
33	1	0

Page 1 of 1 20 View 1 - 3 of 3

Please wait...

NOTE: In this example there is a remaining balance .

- After clicking on the OK button in the error message, the invoice will be highlighted in **RED**.

AP Invoice - Batch Summary

Main Menu Add Manual Invoice Entry Upload File Select Delete Validate Finalize

Batch Type

Open Batches Finalized Batches Web Service Batches

ProcessId	# Entries	Balance
29	3	0
31	3	152.2
32	1	0

Page 1 of 1 20 View 1 - 3 of 3

- To edit your batch, click on the Process ID and you will be taken to the Invoice Summary page.

AP Invoice - Invoice Summary

Back To Batch Summary Add Select Delete Delete All Invoices Validate Finalize

ProcessId	Vendor Number	Invoice Number	# Entries	Balance
31	3	PSI-2222	3	152.2

Page 1 of 1 20 View 1 - 1 of 1

- Click on the Process ID of the highlighted invoice to open the Edit Invoice Entries page.

AP Invoice - Edit Invoice Entries

- Please correct the following validation error and click validate button to revalidate.
- VendorNumber:{0}, InvoiceNumber:{1} - The sum of the amounts of matching types is not 0.00. Please edit and try again.

Back To Invoice Summary

PID	Vendor	Invoice	Vendo	Description	PayM	Type	InvoiceAmou	InvoiceDa	Locatior	GlCod	C/D	Amount	Tax Cc	Tax Amount	Cur	DueE
31	3	PSI-2222	0		K	C	76.1	03/17/17				0		0	USD	
31	3	PSI-2222	0			D	0				C	10		0	USD	
31	3	PSI-2222	0			D	0				C	66.1		0	USD	

- Make all necessary changes and click on the Save icon.

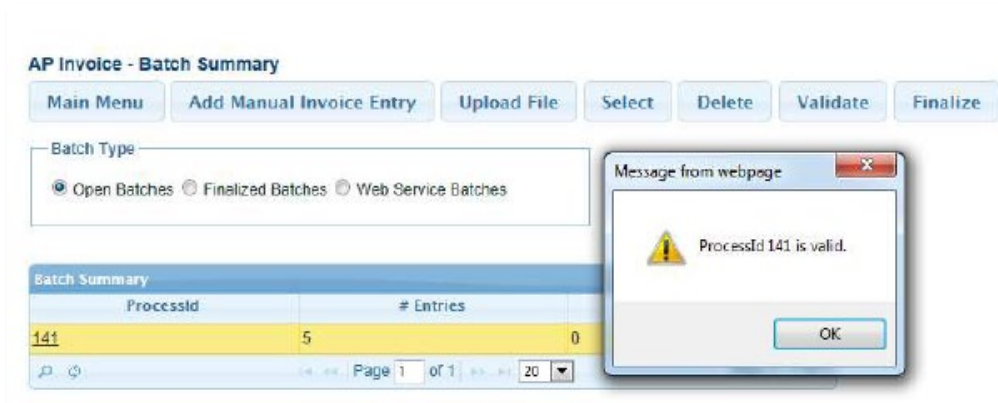
AP Invoice - Edit Invoice Entries

- Please correct the following validation error and click validate button to revalidate.
- VendorNumber:{0}, InvoiceNumber:{1} - The sum of the amounts of matching types is not 0.00. Please edit and try again.

Back To Invoice Summary

PID	Vendor	Invoice	Vendo	Description	PayM	Type	InvoiceAmou	InvoiceDa	Locatior	GlCod	C/D	Amount	Tax Cc	Tax
31	3	PSI-2222	0		K	C	76.1	03/17/17				0		0
31	3	PSI-2222	0			D	0				C	10		0
31	3	PSI-2222	0			D	0				C	66.1		0

7. If all errors have been corrected, a message box will appear letting you know that the batch is valid.

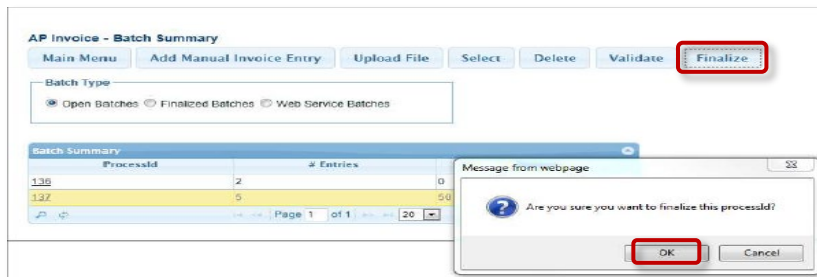


Finalizing the Batch

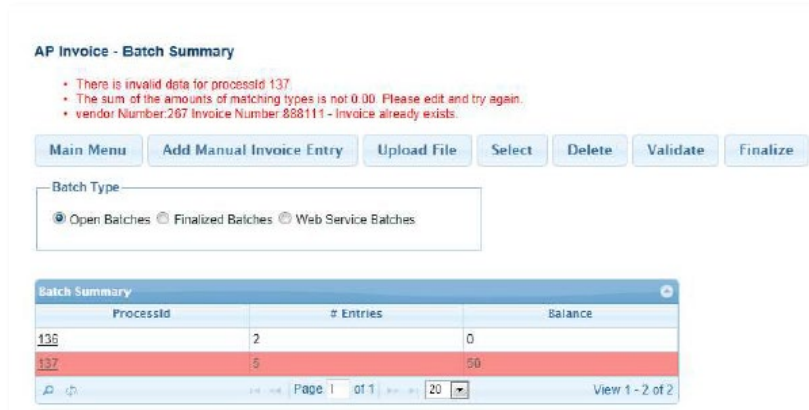
Before a batch can be exported it must be closed or **finalized**. The finalization process will also validate a batch to prevent invalid data from being brought into RentalMan.

Process Steps

1. Click on your batch to highlight it and then click on the **Finalize** button.
 - a. A confirmation box will appear.
2. Click on the **OK** button.



NOTE: If there are any errors in your batch it will be highlighted in **RED**, and the errors will be detailed above.



3. Edit the batch to correct any errors then re-submit it for finalization.
4. Once submitted, a valid batch for finalization message will appear when the batch has been finalized. You should now see it under **Finalized Batches**.

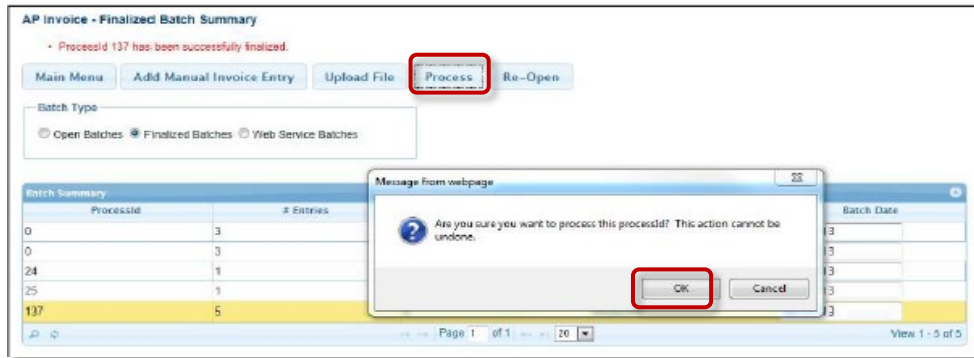


Processing the Batch

Once a batch has been finalized it is now ready to export to RentalMan.

Process Steps

1. Click on the *Process ID* of the batch to export and then click on the **Process** button.



2. Click on the **OK** button in the confirmation box to export the batch to RentalMan.
 - a. A message will appear notifying you that the batch has been processed.
 - b. The batch will be given a permanent *Batch Number*, and it will appear under the **Post Invoices** option in the **Payables** role in RentalMan.
 - c. The batch is now ready to post.

Post Purchase Journals

2/27/13 15:27:54 Created by KIKIMURA

Post Dt.	Batch#	T	Date	Description	Control Total	Batch Total
	0000013926	N	02/21/13	TEST	.00	.00
	0000013927	N	02/21/13	TEST	.00	.00
	0000013931	N	02/21/13	UPLOAD INVOICES	1,000.00	1,000.00
	0000013933	N	02/22/13	UPLOAD INVOICES	1,000.00	1,000.00
	0000013960	N	02/25/13	TEST	1,000.00	.00
	0000013964	N	02/27/13	UPLOAD INVOICES	100.00	100.00
	0000013969	N	02/27/13	UPLOAD INVOICES	1,500.00	1,500.00
	0000013925	N	02/21/13	TEST	1,000.00	.00
				Total USD	5,600.00	3,600.00
				Total CAD	.00	.00

Reference Glossary

Field Name	Description	Row	Req
Process Id	A temporary batch number that will be assigned automatically. Leave this field blank.	All	N
Vendor Number	Vendor account number in RentalMan.	All	Y
Invoice Number	Vendor's invoice number.	All	Y
Pay Method	Vendor payment method code.	Header	Y
Type	Row type. Enter an I or C if this is a header row, a D if it is a detail row or a P if it is a purchase order row.	All	Y
Invoice Amount	Total amount of the invoice. Enter a zero for detail and purchase order rows.	Header	Y
Invoice Date	Date the invoice was issued.	Header	Y
Location	Location the invoice was issued to.	Header	N
GL Code	GL code to be used in place of a GL account for distribution.	Detail	Y*
C/D	Indicates whether the amount is a Credit or Debit .	Detail	Y
Amount	Distribution amount, enter a zero for header and purchase order rows.	Detail	Y
Tax Code	A valid tax code is required if there is a value in the Tax Amount field.	Detail	N
Tax Amount	Amount applied to taxes. If there is no tax amount, enter a 0 for all rows.	Detail	Y
Currency	Currency code of the invoice.	All	Y
Due Date	Date the invoice is due.		N
PO Number	RentalMan PO number.	PO	Y

Receiver Number	RentalMan receiver number.	PO	N
PO Reference	Informational field for user comments.	PO	N
Halt Code	A code indicating that this invoice should not be paid.	Header	N
Invoice Reference	Informational field for user comments.	PO	N
Main	Main Account segment of the GL account number.	Detail	Y*
Location	Location segment of the GL account number.	Detail	Y*
Nat	Natural Class segment of the GL account number.	Detail	Y*
Dept	Department segment of the GL account number.	Detail	Y*
Analysis Code 1-6	Analysis codes for reporting purposes	Detail	N
Equipment Number	Equipment number purchased if applicable.	Detail	N
Prepay Start Date	Start date for prepaid expenses.	Detail	N
Prepay End Date	End date for prepaid expenses.	Detail	N
Contract Number	Number of contract in RentalMan.	Detail	N
PO Line Number	The numbered position of the PO on any given contract.	Detail	N
Quantity	The number of items affected by the transaction.	Detail	N
OCR Number	The OCR invoice number taken from a .batch file.	Detail	N
Detail Description	Input additional detail if applicable.	Detail	N
PO Receiver Line Number	The numbered position of the PO Receiver on any given contract.	Detail	N

***NOTE:** If the *GL Code* field is populated then the *GL Account* fields must be left blank. If a *GL Account* is entered then the *GL Code* field must be left blank.