

Direct Batch Invoice Process UserGuide

Overview

The Direct Batch Process is an automated process that allows you to electronically send batched invoices from Avid to Yardi. This eliminates the need to save the file to your computer and manually upload the file to Yardi.

Now within AvidSuite, you can view the status of your invoice batch exports! Additionally, once the invoice batch has been sent to Yardi, the “Exported By User” (User who clicks “export”) along with other end users can be notified via email on the status of their batch export. This allows visibility on the status of the batch export throughout the whole process.

How Does It Work?

Invoice Export Process

Within AvidSuite, once you have created your invoices and added them to a batch, your batch will display within the Batch List as shown below:

Batch List

Batch-Invoice Association Wizard | Create New Batch

Show Only Open Batches
[*] Fileless Batch

Batch Name	Inv. Count	Batch Total	Posting Period	Accounting System	Date Created	Date Closed	Download	Last Exported By	Last Exported Date	Last Export Results	
Yardi [*]	1	\$10.00	Dec 9, 2013	Yardi	Dec 9, 2013	Sep 18, 2014	Export Open				Edit Delete

Within this screen, the following three additional columns will be displayed within the Batch List Screen.

- Last Exported By = Last user who exported the Invoice Batch
- Last Exported Date = Last date and time the Invoice Batch was exported
- Last Export Results = Last result for the Invoice Batch Export

When you are ready to send the Invoice Batch to Yardi, you will need to click on the “Export” hyperlink. Once Export is clicked, the batch will begin processing and the “in progress” message will display at the top of the screen along with the “Processing” status within the “Last Export Results” column as shown below:

Direct Batch Invoice Process UserGuide

✓ Export of [MRI - 09/03/2014 06:43:59] in progress. An email will be sent to tdavis@avidxchange.com upon completion.

Batch List

[Batch-Invoice Association Wizard](#) | [Create New Batch](#)

Show Only Open Batches
[*] Fileless Batch

Batch Name	Inv. Count	Batch Total	Posting Period	Accounting System	Date Created	Date Closed	Download	Last Exported By	Last Exported Date	Last Export Results		
MRI - 09/03/2014 06:43:59 [*]	1	\$25.00	Sep 3, 2014	MRI	Sep 3, 2014	Sep 3, 2014	Open	Tanisha Davis (Linke Portal)		Processing	Edit	Delete

*While processing, the “Export” link will be removed. The end user will still have the option to open and review the Invoice batch at this time. Also, ***it is highly recommended that no edits are made to the batch while it's in the processing status.*** You may export a second batch at this time.

Viewing Results

Once the Invoice Batch has been sent to Yardi and a response has been received (A page refresh is required for you to view the updated status), the “Last Export Results” status section will be updated as shown below:

Batch List

[Batch-Invoice Association Wizard](#) | [Create New Batch](#)

Show Only Open Batches
[*] Fileless Batch

Batch Name	Inv. Count	Batch Total	Posting Period	Accounting System	Date Created	Date Closed	Download	Last Exported By	Last Exported Date	Last Export Results		
Yardi [*]	1	\$10.00	Dec 9, 2013	Yardi	Dec 9, 2013	Sep 18, 2014	Open	Iqa Admin	Aug 19, 2014 05:49 PM	Success	Edit	Delete

List of possible final statuses:

- Success = Invoice Batch was successfully sent to Yardi.
- Failure = Invoice Batch failed to import into Yardi.
- Retry = Invoice Batch Export did not establish a connection to Yardi for a specified period of time. You will need to re-export the batch if this status displays.

Once the final results are available, all statuses (except Retry) will be displayed as a hyperlink to all end users. If you click the hyperlink, an additional window will appear displaying the detailed results (actual body of the email notification explained below) for that Invoice Batch.

Email Notification

If your organization has chosen to receive email notifications and the exporting user has a valid email address setup within their user profile, an email notification will be sent to that email address displaying the results of the Invoice batch export. This email notification will display detailed information of the Invoice Batch export; please see example shown below:

Direct Batch Invoice Process UserGuide

From: no-reply@avidxchange.com [<mailto:no-reply@avidxchange.com>]

Sent: Thursday, September 4, 2014 11:28 AM

To: John Doe

Subject: Invoice Batch [Yardi] – Export Successful

INVOICE BATCH - EXPORT RESULTS

Please do not respond as this email address is for outgoing messages only.

Export Successful - This Invoice Batch was successfully imported into your Accounting System.

ORGANIZATION:	NTS Development Company
ACCOUNTING SYSTEM/DATABASE:	Yardi Main
INVOICE BATCH NAME:	jbush - 11/05/2014 07:57:50
TOTAL # OF INVOICES:	52
EXPORT DATE & TIME:	11/10/2014 3:05:22 PM EST
# OF SUCCESSFUL INVOICES:	52
# OF FAILED INVOICES:	0

BATCH RESPONSE DETAILS

- 52 payables were successfully imported into batch 81356.

To confirm that all email notifications are being sent successfully, we strongly recommend adding no-reply@avidxchange.com to Safe Sender List to prevent emails from being sent to end user's Junk Folder.

Direct Batch Invoice Process UserGuide

Batches will be created in Yardi with the naming convention of: W/S + Date/Time + batch number. You will need to note the batch number from your confirmation email to distinguish which batches are yours.

The screenshot shows the 'Payable Batch' interface in Yardi. On the left is a navigation menu with options: Reports, Charges, Receivables, Payables, G/L, and Tenants. The main area displays a 'Batch List' with the following entries:

- :W/S2014/11/10T14:50 (#81348)
- :W/S2014/11/10T14:52 (#81349)
- :W/S2014/11/10T14:57 (#81351)
- :W/S2014/11/10T15:00 (#81352)
- :W/S2014/11/10T15:01 (#81353)
- :W/S2014/11/10T15:01 (#81354)
- :W/S2014/11/10T15:06 (#81355)
- :W/S2014/11/10T15:07 (#81356)

Below is an example of an invoice that was exported from Avid directly into Yardi.

The screenshot shows the 'Payable' invoice details page. Key information includes:

- Payee:** vecene (Vectren Energy Delivery, P O Box 6248)
- Contract:** [Empty]
- Invoice #:** 026213166175399973510
- Total Amt:** 7.27
- Inv Date:** 10/27/2014
- Post Month:** 10/2014
- Due Date:** 11/11/2014
- Approved By:** due 11/13
- Field 2:** [Empty]

Additional details and controls:

- Unposted Batch 81355 Ctrl 879275**
- Status:** Unpaid
- Type:** Invoice
- Exclude from 1099:** No
- Hold Payment:** No
- Consolidate:** Yes
- Memo from Inv:** No
- Notes:** 10/4-10/17 svc 14626-624 final
- Data/Reports:** Attachment, Memo, Contact, Workflow, **Third-party Invoice Image**
- Buttons:** Save, Delete, Help, Distribute, View POs, More Rows, Check Budget, Prompt Defaults, Distribute Retention

Contract	Job	Property	Amount	Retention	Categ	C	Account	Notes
		sprmil	7.27				6400-4100 (Gas - Va	10/4-10/17 svc 14626-624 final

Unapplied [Empty]

Offset Accounts

- Cash Acct: 1020-1000 Cash - Operating
- AP Acct: 2020-1000 Accounts Payable

Manual Check Info.

- Check Date: [Empty]
- Check Period: [Empty]
- Check #: [Empty]

Retention / Discount

- Retention: % [Empty] \$ [Empty]
- Discount: % 0.0 \$ 0.00 Last Day Available: 11/11/2014

Created 11/10/2014 at 15:06 by avidsync

Direct Batch Invoice Process UserGuide

Note that there is now a link on the invoice (and all invoices created with the new export function) that will allow you to bring up the Avid invoice image from the Yardi invoice!

All batches will now show that they were created by 'avidsync'. This is because the user who actually imports the file into Yardi is 'avidsync'.

Common Q & A

1. How can I add no-reply@avidxchange.com to Safe Sender List in Microsoft Outlook?

Right click anywhere within Microsoft Outlook and go to "Junk > Junk Email Options > Safe Senders tab > select "Add" and include the no-reply@avidxchange.com email address.

2. What Accounting Systems and Versions are supported?

Accounting System: Yardi Voyager 6S & 7S

Versions: All Versions created after 6008.22 and Voyager 7S. Self-hosted clients who are on Voyager 6008.22 will be supported as well.

3. My organization uses one of the supported Accounting Systems but the batching process is not Fileless. How can I have this enabled for my organization?

Depending upon your organization's phase within AvidXchange, you can either contact your Implementation team (if your organization is still within the implementation phase) or contact the AvidXchange support group for a ticket to be created to have this enabled.

4. How do I create batches in AvidSuite?

After clicking/selecting the Batching tab, click the "Create New Batch" from the Batch List. A new batch will display in the "Batch Name" column. Update the Posting Period and/or the Accounting System and click "Save". Your new batch is created and ready for invoices to be added.

5. As an Administrator, how can I be included on all Invoice Batch Result email notifications for my Organization?

Depending upon your organization's phase within AvidXChange, you can either contact your Implementation team (if your organization is still within the implementation phase) or contact the AvidXChange support group for a ticket to be created. You will need to provide the email address (es) that you would like to be configured for your organization and we will be able to put this change in place for you.