**User Manual Guide**

The AP Reports Automation Program (APRAP) is easy to use. Here are some recommended steps.

**Running the Program**

1. **Launch:** Double-click the .exe file to initiate the program.
2. **Startup Time:** Allow 1 to 2 minutes for the AP Reports Automation program to fully load.

**Data Import**

1. **File Selection:** Once the program is open, either drag and drop or manually select the master data XLSX file from SpendConsole data entry.

**Preview and Validation**

1. **Preview Data:** After successful import, the program will display the first 10 rows of data. Verify both the data and configuration preview to prevent errors.
2. **Validation:** Ensure that the data and headers align correctly with your expectations.

**Generating Reports**

1. **Initiate Processing:** If you're satisfied with the previews, click the "Process" button.
2. **Processing Time:** Report generation may take approximately one minute to complete.

**Report Location**

1. **Generated Reports:** The generated reports will be in the designated folder: "X:\Corporate\FINANCE\SHAREDSERVICES\Data Entry\DE Reports\Daily Reports SpendConsole".
2. **Statistic Report:** Stat of each section of suppliers is provided with reports.

**Completion and Termination**

1. **Completion Message:** Once processing is finished, a completion message will appear, confirming the successful completion of the job.
2. **Termination:** Click the "OK" button to close the program.

**Configuration!**

A screenshot of a computer

Description automatically generatedThe filename must remain as "Configuration.xlsx." Please refrain from altering the filename. Users have the flexibility to modify both the contents and the order of the file as needed.  
Followed picture is current (version 1.2, 16-Aug-2023) and example of the configuration format.

*If you have any questions or enquiries, please contact spark2@macmahon.com.au*