



Journals Payable Import

Automated hard cost and firm expense import for ProLaw®. Stop entering vendor invoices by hand — validate, import, and attach documents directly from Excel in a single step.

Law firms running Elite ProLaw face a recurring bottleneck: getting vendor payments into the system. **Journals Payable Import** automates the import of hard cost data from Excel directly into the ProLaw® database — with full validation, error handling, and rollback protection.

THE CHALLENGE

Manual Entry Bottlenecks

Volume & Errors

Hundreds of invoices per month entered one at a time; transcription errors in account numbers, matter IDs, and amounts.

No Safeguards

No validation until after posting. Balancing and attachment linking done entirely by hand.

Wasted Time

Accounting staff tied up on repetitive data entry instead of higher-value work.

TECHNICAL

At a Glance

Platform	Windows desktop (.NET 4.8)
Database	SQL Server
Source Files	Excel (.xlsx) or CSV
Configuration	XML-based, no DB changes
Deploy	Single executable + configuration

KEY FEATURES

What You Get

Real-Time Validation

Every record is validated against the live ProLaw® database before insertion: accounts, vendor IDs, matter IDs, component codes, professional initials, and journal/offset balances.

Automatic Rollback

If any record in a vendor group fails, all related Journals, Accounts, Transactions, and Image records are automatically deleted. No partial imports. No orphaned records.

Configurable Column Mapping

Column mappings are set in a configuration file — add, remove, or reorder fields without touching code. Supports Excel and CSV.

TWO MODES

Standard vs. Complex

Capability	Standard	Complex
Layout	One row per vendor	Multi-row groups
Best for	Simple, single-offset	Multiple offsets/transactions
Balancing	Mandatory	Mandatory
Transactions	One per row	Multiple per group
Attachments	—	Journal + Transaction
Accrual	✓	✓

Ready to Automate Your Hard Cost Import?

Contact NextPro to schedule a demo · support@nextpro.law · 505.NextPro (505.639.8776) · www.nextpro.law

NextPro Legal Consulting Services, Inc.

The ProLaw® experts. Consulting, support, training, and custom tools for law firms and legal departments.

CONTACT

505.NextPro
505.639.8776
support@nextpro.law
www.nextpro.law

GET STARTED

Schedule a Demo

Contact us to schedule a live demo and see the import process from start to finish.