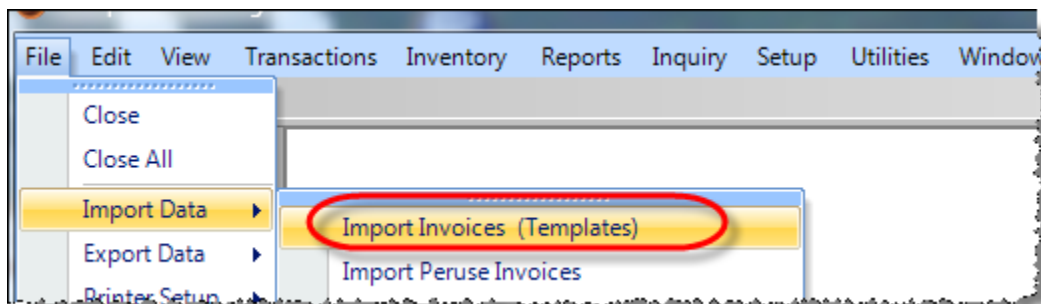


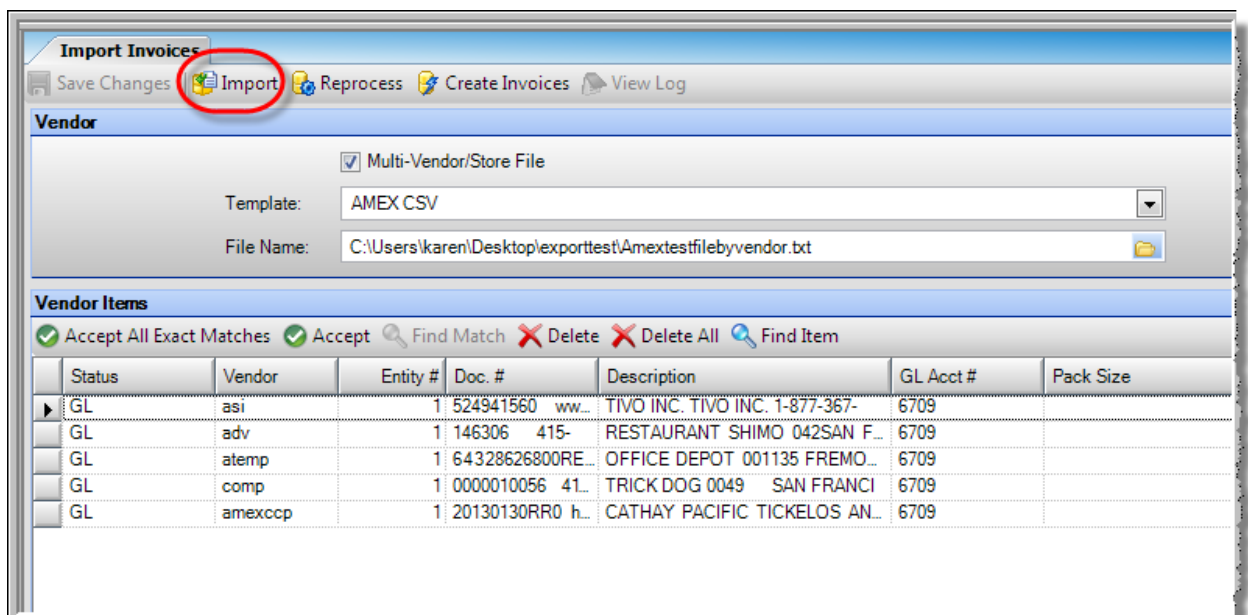
Importing Credit Card Statements Into Accounts Payable Invoices in Compeat

This topic illustrates how to import a credit card statement into Compeat as accounts payable invoices, either by specific vendors that are set up in Compeat or as the same accounts payable vendor such as a credit card company.

1. Define an Invoice Template in Compeat in Setup > Electronic Ordering > Invoices. If you wish Compeat to create the template for you, send a copy of your credit card statement that has been downloaded in a CSV, Excel or Fixed Width file format.
2. Modify the import file by adding per line item, the GL code that is to be applied to the individual charge and the vendor code that the line item belongs to that is set up in Compeat. If you do not specify the vendor code, the Credit Card vendor code can be used. Each line item of the Credit Card statement will create one accounts payable invoice.
3. In Compeat go to File > Import Data > Import Invoices (Templates).



4. Select Multi-Vendor/Store File, choose the template from the drop down list created in step 1, and then browse to the File Name.
5. Click the Import Button to populate the vendor items. If you have chosen to bring in individual vendors each line will show the vendor code and one invoice will be created for each vendor for each line. If you have chosen to just import the file as one vendor, for example, American Express, each line will also be a separate invoice, unless they have the same date, which in that case the line items that share the date would be one invoice.





6. Click on Accept All Exact Matches, and then Create Invoices. This will create your batch of Accounts Payable Invoices that still must be posted in order to pay the invoices. Use the instructions under Help > Compeat Support > Procedures > *Recording Invoices Paid by Credit Card and Tracking by Vendor* if importing by vendor.

