



# References

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## Going Live with Accounting

### Overview

It's important that we select a hard transition date at the beginning of a new financial period as your Go Live Date for Compeat Accounting. For the first week or two after your Go Live you will be working in Compeat as well as closing out the period in your Legacy Accounting System.

### Daily Sales Reports (DSR)

As soon as Compeat finished the mapping of your POS system into Compeat, DSRs began populating in your live database. It is very important not to post any DSRs dated before your Go Live date. Our Support team can delete all of these extra records for you. Starting on you Go Live date you can begin Completing and Posting DSRs.

### Close Period in Legacy System

You will need to close out the most recent period in your Legacy System completely before we can bring over any General Ledger History, either as part of a pre-purchased GL Conversion or manually. This means you will need to reconcile the Bank Statements, perform an end-of-period physical inventory count, as well as pay as many invoices as possible out of your legacy system.

## **GL Conversion**

If you paid for a General Ledger Conversion as part of your initial investment with Compeat, you will need to let our Training Department know when you have closed out your last period in your legacy system. Depending on your legacy system, we may need login credentials to download the files and upload them to Compeat. We can often do this using programs such as GoToMeeting, Team Viewer or LogMeIn.

Another option may require you to download the files yourself and upload them to our FTP site. The instructions for the latter option are in a separate document.

## **No GL Conversion**

If you did not purchase a General Ledger Conversion, there are still ways to bring in beginning GL Balances in order to run comparative financial reports. If you would simply like to bring in these balances as of your Go Live Date, you can do this with a journal entry. You will run a Trial Balance in your Legacy Accounting System and then load the balances using our Import Journal Entry function. Go to **File > Import Data > Import Journal Entries** (spreadsheet).

From here you have two options. You can use your own spreadsheet and tell Compeat where to look for the various cells of information. See the screenshot below.

**Import Journal Entries (Spreadsheet)**

Import Selected Journal Entry File(s)  Create Sample Spreadsheet

Cell Locations Spreadsheet(s) to Import

Header Information

Cell location for the entity to import into:  (ex: B3)

Cell location for the apply date:  (ex: D3)

Cell location for batch description:  (ex: F3)

Cell location for auto-reversing date (optional):  (ex: H3)

Detail Line Information

Starting row for detail entries:  (ex: 8)

Column position for entity #'s:  (ex: B)

Column position for GL acct #'s:  (ex: C)

Column position for descriptions:  (ex: D)

Column position for debits:  (ex: E)

Column position for credits:  (ex: F)

**Enter the cell in Excel where Compeat can find the info.**

You can also use the Compeat sample spreadsheet. If using the sample spreadsheet the examples in the Cell Locations tab are the actual cells you need to enter.

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Starting row for detail entries:  (ex: 8)

Column position for entity #'s:  (ex: B)

Column position for GL acct #'s:  (ex: C)

Column position for descriptions:  (ex: D)

Column position for debits:  (ex: E)

Column position for credits:  (ex: F)

**Note:** Anytime you import a spreadsheet, Compeat will only look at the first tab of a workbook. If you would like to load more detail, you can bring in balances for each financial period. To do this, run a Trial Balance as of the last day of the previous year in your Legacy System. Import this as a Journal Entry and post it with the same date as the trial balance date. Then run trial balances for each period and calculate the Net Change of those GL Balances up to your Go Live date with Compeat. Import the net changes for each period with a Journal Entry. Once you complete this import, you can validate your work by comparing trial balances from both accounting systems as of your Go-Live date.

### **AP Load Open Items**

When you go live with Compeat it is not necessary to cut a check for every outstanding invoice in your legacy system. You have the ability to Load Open AP items. In your legacy system run a vendor aging report and export this to excel. In Compeat you can load these items through **Setup > Accounts Payable > Load Open Items**.

Similar to loading GL Balances described above, you can import your own spreadsheet, or use Compeat's sample spreadsheet. We recommend you use the sample spreadsheet and copy and paste the information from your exported version. See the screenshot below.

There can be no blank cells other than in the Vendor group Column. This upload will debit and credit the AP account and so it does not impact your GL Balances. The AP balance is brought in with your GL conversion. Loading Open AP items simply lets you pay your remaining outstanding invoices out of Compeat.

|    | A | B   | C               | D                  | E                   | F                   | G                | H                  | I               | J | K |
|----|---|---|-----------------|--------------------|---------------------|---------------------|------------------|--------------------|-----------------|---|---|
| 1  |   |   |                 |                    |                     |                     |                  |                    |                 |   |   |
| 2  |   | <b>Apply Date</b>   | <b>Doc Type</b> | <b>Vendor Code</b> | <b>Vendor Group</b> | <b>Invoice Date</b> | <b>Invoice #</b> | <b>Invoice Amt</b> | <b>Due Date</b> |   |   |
| 3  |   | 12/13/2014  | I               | ABC PRODUC         | Produce Vendors     | 12/11/2014          | 83458            | 42.95              | 12/26/2014      |   |   |
| 4  |   | 12/14/2014  | I               | ABC PRODUC         | Produce Vendors     | 12/12/2014          | 85513            | 39.71              | 12/27/2014      |   |   |
| 5  |   | 12/15/2014  | I               | ABC PRODUC         | Produce Vendors     | 12/13/2014          | 78245            | 47.25              | 12/28/2014      |   |   |
| 6  |   | 12/16/2014  | I               | ABC PRODUC         | Produce Vendors     | 12/14/2014          | 60858            | 48.95              | 12/29/2014      |   |   |
| 7  |   | 12/17/2014  | I               | ABC PRODUC         | Produce Vendors     | 12/15/2014          | 48627            | 8.08               | 12/30/2014      |   |   |
| 8  |   | 12/18/2014  | I               | ABC PRODUC         | Produce Vendors     | 12/16/2014          | 84855            | 73.96              | 12/31/2014      |   |   |
| 9  |   | 12/19/2014  | I               | ABC PRODUC         | Produce Vendors     | 12/17/2014          | 42350            | 74.57              | 01/01/2015      |   |   |
| 10 |   | 12/20/2014  | I               | ABC PRODUC         | Produce Vendors     | 12/18/2014          | 44167            | 6.58               | 01/02/2015      |   |   |
| 11 |   | 12/21/2014  | I               | ABC PRODUC         | Produce Vendors     | 12/19/2014          | 15232            | 41.56              | 01/03/2015      |   |   |
| 12 |   | 12/22/2014  | I               | ABC PRODUC         | Produce Vendors     | 12/20/2014          | 56385            | 68.39              | 01/04/2015      |   |   |
| 13 |   | 12/23/2014  | C               | XYZ SEAFOOD        | Seafood Vendors     | 12/21/2014          | 47383            | 48.05              | 01/05/2015      |   |   |
| 14 |   | 12/24/2014  | C               | XYZ SEAFOOD        | Seafood Vendors     | 12/22/2014          | 81478            | 10.7               | 01/06/2015      |   |   |
| 15 |   | 12/25/2014  | C               | XYZ SEAFOOD        | Seafood Vendors     | 12/23/2014          | 20519            | 62.09              | 01/07/2015      |   |   |
| 16 |   | 12/26/2014  | C               | XYZ SEAFOOD        | Seafood Vendors     | 12/24/2014          | 19530            | 3.94               | 01/08/2015      |   |   |
| 17 |   | 12/27/2014  | C               | XYZ SEAFOOD        | Seafood Vendors     | 12/25/2014          | 91847            | 2.88               | 01/09/2015      |   |   |
| 18 |   | 12/28/2014  | C               | XYZ SEAFOOD        | Seafood Vendors     | 12/26/2014          | 90708            | 34                 | 01/10/2015      |   |   |
| 19 |   | 12/29/2014  | C               | XYZ SEAFOOD        | Seafood Vendors     | 12/27/2014          | 23505            | 36.64              | 01/11/2015      |   |   |
| 20 |   | 12/30/2014  | C               | XYZ SEAFOOD        | Seafood Vendors     | 12/28/2014          | 38288            | 72.21              | 01/12/2015      |   |   |
| 21 |   | 12/31/2014  | C               | XYZ SEAFOOD        | Seafood Vendors     | 12/29/2014          | 13501            | 73.45              | 01/13/2015      |   |   |
| 22 |   | 01/01/2015  | C               | XYZ SEAFOOD        | Seafood Vendors     | 12/30/2014          | 49924            | 51.48              | 01/14/2015      |   |   |
| 23 |   |   |                 |                    |                     |                     |                  |                    |                 |   |   |
| 24 |   | The "I" & "C" stand for Invoice/Credit Memo. Notice there is no need for negative Invoice Amounts, Compeat will look at this document type to determine whether to post as a Debit or Credit. |                 |                    |                     |                     |                  |                    |                 |   |   |
| 25 |   |   |                 |                    |                     |                     |                  |                    |                 |   |   |
| 26 |   |   |                 |                    |                     |                     |                  |                    |                 |   |   |
| 27 |   |   |                 |                    |                     |                     |                  |                    |                 |   |   |
| 28 |   |   |                 |                    |                     |                     |                  |                    |                 |   |   |

When the import is complete, you will find a batch in your AP batch screen. Review the batch to verify your imported items are correct and post the batch. To validate your work, run a Vendor Aging report in your legacy system as of your Go-Live date and compare that with the Vendor Aging report in Compeat. **Reports > Accounts Payable > Vendor Aging.**

### Bank Rec Load Open Items

This process is similar to Loading Open AP items. After you have completed your Bank Reconciliation in your legacy system, there may be items that have not yet cleared. You can bring this information over to Compeat by exporting the data from your legacy system to excel and importing it into Compeat. You can do this by going to **Setup > Banking > Load Open Items.** You may load open items for all of your Compeat bank codes on one import sheet. Notice the Vendor Code is optional.

Also remember, Compeat won't accept the import if there are blank cells in any of the other columns. You need to determine the Transaction Type using the Blue Key in the sample spreadsheet. You will never need to use Type 2 or 7. Also notice all amounts are positive.

Compeat will look at the Transaction Type to determine whether each amount should be posted as a Debit or Credit. The only exception to this is

Journal Entry (Type 6). JE's entered with a positive amount will post as accounting debits, and negative amounts will post as accounting credits. The Trx Number must be numeric and unique for each transaction. This import will load only into your bank reconciliation screen and does not affect the GL. There is also no batch to post with the bank import.

|    | A | B                | C                             | D                 | E               | F                 | G               | H                       |
|----|---|------------------|-------------------------------|-------------------|-----------------|-------------------|-----------------|-------------------------|
| 1  |   |                  |                               |                   |                 |                   |                 |                         |
| 2  |   | <b>Bank Code</b> | <b>Vendor Code (Optional)</b> | <b>Trx Number</b> | <b>Trx Date</b> | <b>Trx Amount</b> | <b>Trx Type</b> |                         |
| 3  |   | MY BANK 1        | ABC PRODUCE                   | 86294             | 12/13/2014      | 18.17             | 1               | <b>Trx Type Key</b>     |
| 4  |   | MY BANK 1        | ABC PRODUCE                   | 42995             | 12/14/2014      | 65.09             | 1               | <b>1 = Deposit1</b>     |
| 5  |   | MY BANK 1        | ABC PRODUCE                   | 22520             | 12/15/2014      | 41.14             | 3               | <b>2 = Deposit2</b>     |
| 6  |   | MY BANK 1        | ABC PRODUCE                   | 52207             | 12/16/2014      | 18.91             | 4               | <b>3 = Check</b>        |
| 7  |   | MY BANK 1        | ABC PRODUCE                   | 62997             | 12/17/2014      | 83.81             | 3               | <b>4 = EFT</b>          |
| 8  |   | MY BANK 1        | ABC PRODUCE                   | 65370             | 12/18/2014      | 95.4              | 6               | <b>6 = JournalEntry</b> |
| 9  |   | MY BANK 1        | ABC PRODUCE                   | 40898             | 12/19/2014      | 53.3              | 6               | <b>7 = Rev</b>          |
| 10 |   | MY BANK 1        | ABC PRODUCE                   | 47398             | 12/20/2014      | 88.34             | 1               |                         |
| 11 |   | MY BANK 1        | ABC PRODUCE                   | 84808             | 12/21/2014      | 21.33             | 1               |                         |
| 12 |   | MY BANK 1        | ABC PRODUCE                   | 59799             | 12/22/2014      | 1.85              | 3               |                         |
| 13 |   | MY BANK 2        | XYZ SEAFOOD                   | 44596             | 12/23/2014      | 67.37             | 4               |                         |
| 14 |   | MY BANK 2        | XYZ SEAFOOD                   | 59871             | 12/24/2014      | 77.46             | 3               |                         |
| 15 |   | MY BANK 2        | XYZ SEAFOOD                   | 27796             | 12/25/2014      | 37.79             | 6               |                         |
| 16 |   | MY BANK 2        | XYZ SEAFOOD                   | 15721             | 12/26/2014      | 70                | 6               |                         |
| 17 |   | MY BANK 2        | XYZ SEAFOOD                   | 66641             | 12/27/2014      | 1.8               | 1               |                         |
| 18 |   | MY BANK 2        | XYZ SEAFOOD                   | 39622             | 12/28/2014      | 19.48             | 2               |                         |
| 19 |   | MY BANK 2        | XYZ SEAFOOD                   | 72207             | 12/29/2014      | 25.2              | 3               |                         |
| 20 |   | MY BANK 2        | XYZ SEAFOOD                   | 90476             | 12/30/2014      | 72.83             | 4               |                         |
| 21 |   | MY BANK 2        | XYZ SEAFOOD                   | 28889             | 12/31/2014      | 30.6              | 1               |                         |
| 22 |   | MY BANK 2        | XYZ SEAFOOD                   | 53261             | 01/01/2015      | 67.7              | 6               |                         |
| 23 |   |                  |                               |                   |                 |                   |                 |                         |

To validate your work you can run a Reconciliation Report in your legacy system and compare that to Compeat. Reports. **Accounting > Reconciliation Report**

### Load Open AR Items

If you have outstanding Accounts receivable items in your legacy accounting system you can load these items into Compeat. Run a Customer Aging report out of your legacy accounting system and export to excel. Then go to **File > Import Data > Import AR Open Items** (spreadsheet). This is yet another area where you can copy and paste your information into a sample spreadsheet provided by Compeat or use your own.

We recommend you use the sample spreadsheet and copy and paste the information from your exported version. See the screenshot below. There can be no blank cells. This upload will debit and credit the AR account and so

it does not impact your GL Balances. The AR balance is brought in with your GL conversion.

|    | A | B          | C         | D            | E         | F | G |
|----|---|------------|-----------|--------------|-----------|---|---|
| 1  |   |            |           |              |           |   |   |
| 2  |   | Entity #   |           |              |           |   |   |
| 3  |   | 1          |           |              |           |   |   |
| 4  |   |            |           |              |           |   |   |
| 5  |   |            |           |              |           |   |   |
| 6  |   |            |           |              |           |   |   |
| 7  |   | Customer # | Tx Date   | Reference    | Amount    |   |   |
| 8  |   | 1          | 1/8/2009  | Reference 8  | \$100,000 |   |   |
| 9  |   | 1          | 1/9/2009  | Reference 9  | \$100,000 |   |   |
| 10 |   | 1          | 1/10/2009 | Reference 10 | \$100,000 |   |   |
| 11 |   | 1          | 1/11/2009 | Reference 11 | \$100,000 |   |   |
| 12 |   | 1          | 1/12/2009 | Reference 12 | \$100,000 |   |   |
| 13 |   | 1          | 1/13/2009 | Reference 13 | \$100,000 |   |   |
| 14 |   | 1          | 1/14/2009 | Reference 14 | \$100,000 |   |   |
| 15 |   | 1          | 1/15/2009 | Reference 15 | \$100,000 |   |   |
| 16 |   | 1          |           |              |           |   |   |
| 17 |   | 1          |           |              |           |   |   |
| 18 |   |            |           |              |           |   |   |
| 19 |   |            |           |              |           |   |   |
| 20 |   |            |           |              |           |   |   |

To validate your work you can run a Customer Aging report in your legacy system and compare to Compeat. **Reports > Accounts Receivable > Customer Aging.**

### Physical Inventory Count

When you enter your first Physical Inventory Count in Compeat is determined based on when your Inventory Database is ready. Regardless of where you are in terms of setting up your Inventory system, you still need to enter a final inventory count in your legacy system in order to properly close that prior period. During your data conversion, or your manual entry process you will bring over the Ending Inventory balances from your legacy system.

Our Inventory Journal Entry records in Compeat are auto-reversing entries. When you post your first Valuation Count it will create an Inventory Journal entry for you. When you open this Journal Entry you will see the Current Inventory column is populated based on your Valuation Counts.

**Inventory JE**

Hide Posted Entries | Print | Complete | Post | Unpost

**Journal Entry**

Batch Code: INV-001-000009 | Journal Ctrl #: INV-001-000009 | Period Ending: 3/1/2015

Export to Excel

| Category              | Last Inv | Current Inv |
|-----------------------|----------|-------------|
| Bottled & Canned Beer | \$0.00   | \$270.77    |
| Canned & Dry          | \$0.00   | \$1,735.21  |
| Dairy                 | \$0.00   | \$571.49    |
| Food                  | \$0.00   | \$1,113.71  |
| Frozen                | \$0.00   | \$232.14    |
| Liquor                | \$0.00   | \$4,732.87  |
| Meats                 | \$0.00   | \$798.17    |
| Poultry               | \$0.00   | \$368.04    |
| Produce               | \$0.00   | \$688.14    |
| Seafood               | \$0.00   | \$473.58    |
| Wine                  | \$0.00   | \$4,879.49  |

On your first Inventory Journal Entry ONLY, you get the opportunity to manually enter in the Last Inventory Values. These are the values we brought over during your data conversion, or manual entry. The purpose of entering these values again is to properly reverse out your Beginning Inventory Balances. If you miss this step, you will need to enter in a manual auto-reversing Journal Entry.

Was this Helpful ?

Setting Up Menu Items with Multiple Prices or POS Codes

Setting Up Beverages

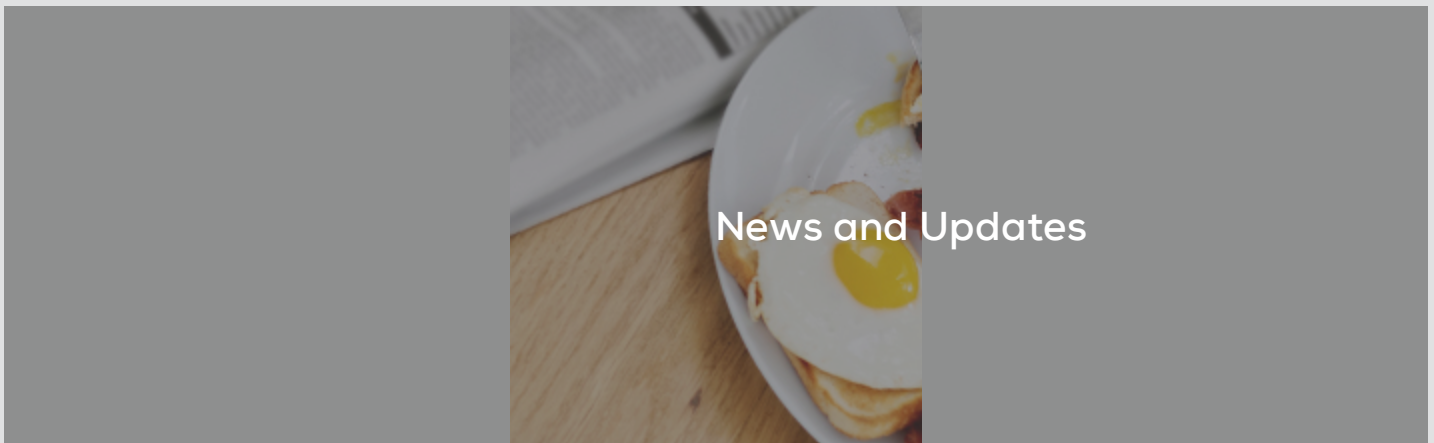
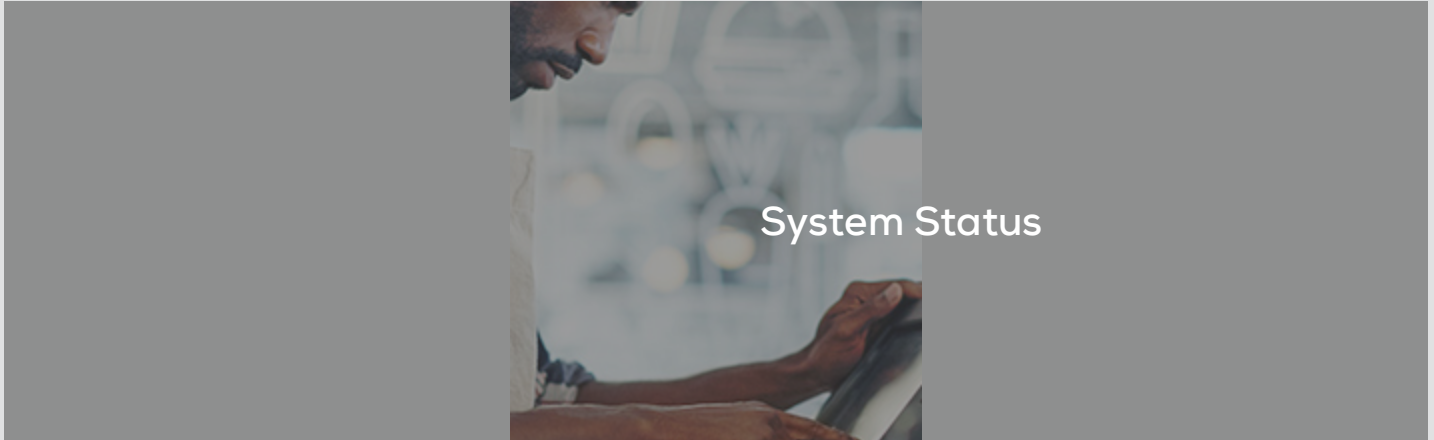
Overview Inventory Valuation Methods

How to Handle Side Dishes in Menu Item Recipes

Getting Started with the System

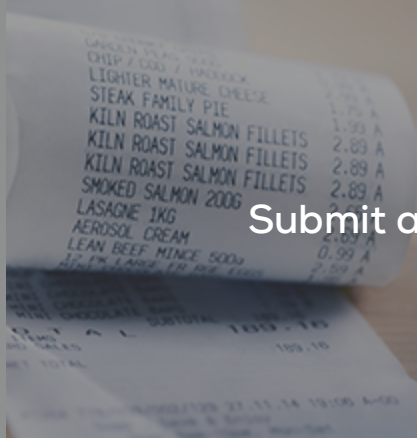
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