



FAQ

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How do you set up bank import templates?

Bank import templates are used as part of the reconciliation process and allow you to import a file of bank transactions to be matched against outstanding records in Compeat and marked for clearing on the reconciliation. Before you begin, you need to be able to retrieve a consistent export of your banks data. This must include date, check number (if applicable), and amount. The amount must either have positive (bank credits) and negative (bank debits) values in a single column OR have debits and credits split to separate columns. The file type may be Excel, CSV or tab-delimited.

In Compeat Advantage, please navigate to Setup > Banking > Bank Import and select the account for which you will configure. Review the Export File Specs section and update any settings as needed to match the file you retrieved from your bank. Always select a Text Qualifier, even if you must

select {none}, or your import will fail. Also note that a bank credit (deposit), is a debit in your accounting software, and a bank debit (check) is a credit in your accounting software.

The 'Bank Import' window shows the 'Export File Specs' section. It includes options for File Format (Delimited or Fixed Width), Field Delimiter (Tab, Semicolon, Comma, Space, Other), and various Options like Text Qualifier, Date Order, Date Delimiter, No. Decimal Places, Header Rows, Four Digit Years, Leading Zeros In Dates, Leading Zeros in Numbers, and Include Decimal Point. The Fields section shows two columns of field names and lengths, with a callout box pointing to the selected fields in the second column.

Field Name	Length
Account #	20
<Filler Space>	10
Credit	12
Debit	12

Field Name	Length
Trx Date	10
Trx Amount	12
<Filler Space>	10
Check #	10
Trx Description	40

selected fields, in same order as file

After finalizing your template configuration, you may import the bank file from Utilities > Import Bank File. Unless you want to limit the import to a single date, leave the "Import Records For" field blank. Select your file using the folder button, then click OK.

The 'Import Bank File' dialog box shows the 'Bank Code' field set to '401 OPER' and the 'Import Records For' field blank. A callout box points to the 'Import Records For' field with the text 'leave date field blank to import full file'. The 'Select File' field is empty, and the 'OK' and 'Cancel' buttons are visible.

leave date field blank to import full file

After a successful import, the system will automatically display the Bank Import Results Report for your review. Please be sure to save a copy of the report if you must review it at a later time, as this data is replaced the next time you import a bank file.

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