

# Compeat Help

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## Import Invoices

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With invoice imports, you can quickly create invoices for a single entity or multiple entities using files sent to you by the vendor.

## Why import invoices?

- » Save time with data entry. Simply import the file, verify quantities, make adjustments where needed, and process!
- » Easily reconcile received items' quantity, price, and purchase unit information against a corresponding purchase order.
- » Import files using an electronic interface offered as part of our Vendor Management Solutions suite.

## Before You Import

If this is your first time importing invoices in Compeat, there are two quick setups you must complete before proceeding.

### Sales Tax Account

Ensure you have a default sales tax account defined for the entity where you are importing invoices. This account tells Compeat where to allocate sales tax details that come across from the vendor. You can define this account on the entity's Other Definitions record (**Settings > Other Definitions**).

ACCOUNTS PAYABLE	ACH	INVOICE & CHECK SETTINGS
<b>Entities / Bank Codes</b>		
AP Invoices Paid By:	Austin ▼	
Computer Checks Bank:	001 OPERATING - JP MORGAN CHASE - 1 ▼	
Manual Checks Bank:	001 OPERATING - JP MORGAN CHASE - 1 ▼	
<b>GL Accounts</b>		
AP Acct #:	2000-000 - Accounts Payable ▼	
Purchase Discount Acct #:	5100-000 - COS-FOOD ▼	
Inventory in Transit Acct #:	1599-000 - Inventory in Transit ▼	
Fulfillment Variance Acct #:	5499-000 - Fulfillment Variance ▼	
Invoice Import Sales Tax Acct #:	8010-000 - Rest Op-Supplies ▼	

You always have the option to change the GL account on the actual invoice during processing, if necessary.

- ⓘ Some vendors have the capability to roll individual line item tax into the extended price for items so item tax will add to the item's valuation. To see if your vendor can do this, contact the [VMS team](#) directly.

## Reconcile Imports

If you wish to reconcile purchase orders against imported invoices, you must indicate so on the vendor record. Reconciling allows you to easily see whether the quantity of an item you ordered is the same quantity on the vendor invoice.

Navigate to **Settings > Product > Accounting > Accounts Payable > Vendors (All Entities)** to enable reconciliation.

Vendor Code: SYSCO    Vendor Name: SYSCO     Active     Hold

VENDOR INFO    ENTITY ACCESS    NOTES    MISCELLANEOUS

EXPORT TO EXCEL

ADD ENTITY

Entity #	Entity Name	Account #	EFT	Order E-mail	Payment E-mail	Order Guides	Sending Orders	Quote Invoices	Invoice Imports	Reconcile imports	Delivers on Mon	Tues
1	Austin	909424	<input type="checkbox"/>	Email05485@compe... katie.colaianni@com...	Email05485@compe...		Sysco ORD 001	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Chicago	916882	<input type="checkbox"/>	Email05485@compe...	Email05485@compe...		Sysco ORD 002	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	Commissary		<input type="checkbox"/>					<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	Napa		<input type="checkbox"/>					<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

On the Entity Access tab, select the checkbox in the *Reconcile Imports* column for each entity that will reconcile.

Additionally, if you wish for Compeat to use the prices you bring in on vendor order guides and *not* the last price posted from an invoice, ensure you have **not** enabled *Quote Invoices* for the entity.

## Import Invoices

You can import invoices from the AP Invoices feature. Navigate to **Accounts Payable > Invoices** and select the import icon on the left side of the page.

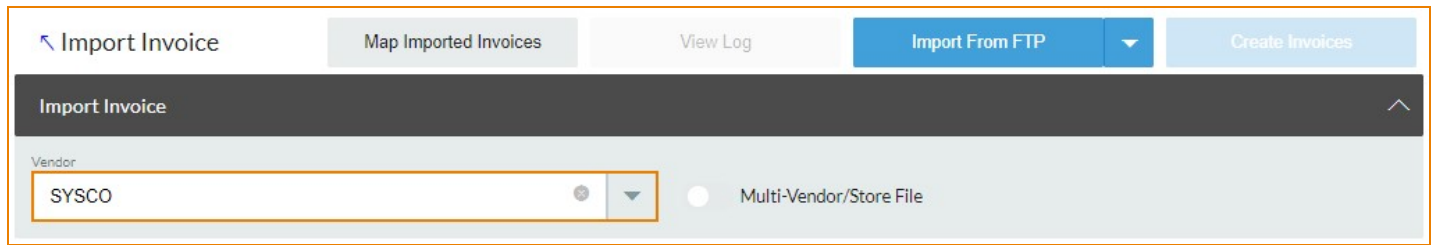
AP Invoices

Search grid    Columns

Export to Excel

	Created	Batch Code	Entries	Batch Total	Batch Description
<input type="checkbox"/>	SCHEDULER 10/22/2019	BV-001-003688	1	\$1,000.00	
<input type="checkbox"/>	SCHEDULER 10/29/2019	BV-001-003689	3	\$18,329.94	DUE ON 1ST OF MONTH
<input type="checkbox"/>	katie.engstrom 11/06/2019	BV-001-003690	1	\$444.04	

Select the vendor you wish to import invoices from using the corresponding drop-down, then select other options as necessary.



- » **Processing invoices for multiple entities?** Ensure you've selected *Multi-Vendor/Store File* beside the vendor drop-down. Do not select this option if each of your entities processes their own invoices.
- » **Importing from an invoice aggregator (Fintech, xtraCHEF, etc.)?** Ensure you've selected *Multi-Vendor/Store File* beside the vendor drop-down.

## Import Options

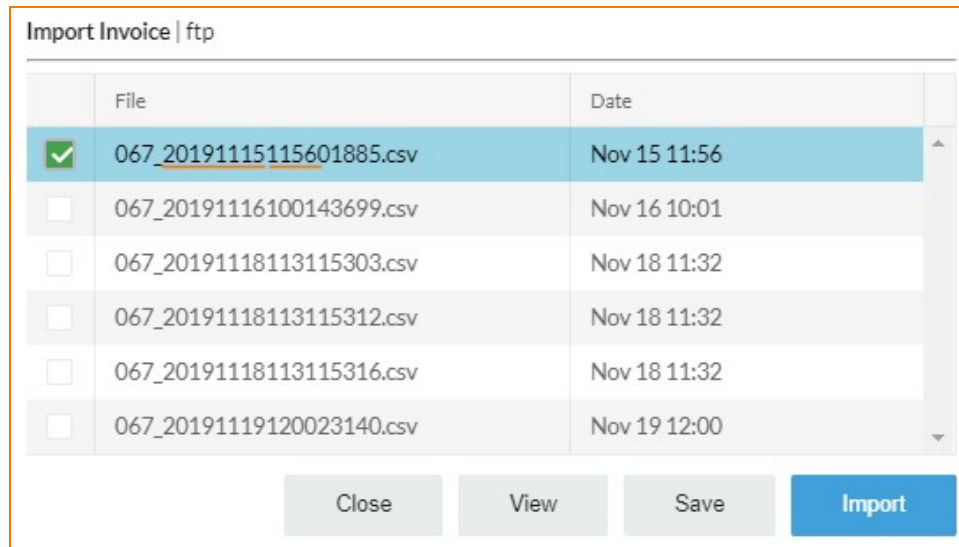
Available import options will vary by vendor. You can locate additional options by selecting the drop-down arrow beside the initial import option.



- » **Import from FTP.** If you have a Vendor Management Solutions license, you can easily import invoices from the vendor's FTP.
- » **Import Local File.** Import invoices for those interfaces without a remote FTP connection.
- » **Import from Archive.** Re-import a previously imported file.

### Import from FTP

Invoices available for import display in a listing. Select the invoice you wish to import, then select **Import**.



	File	Date
<input checked="" type="checkbox"/>	067_20191115115601885.csv	Nov 15 11:56
<input type="checkbox"/>	067_20191116100143699.csv	Nov 16 10:01
<input type="checkbox"/>	067_20191118113115303.csv	Nov 18 11:32
<input type="checkbox"/>	067_20191118113115312.csv	Nov 18 11:32
<input type="checkbox"/>	067_20191118113115316.csv	Nov 18 11:32
<input type="checkbox"/>	067_20191119120023140.csv	Nov 19 12:00

Close View Save Import

- » **Want to download a copy of the file to your device?** Select *Save*.
- » **Do I need to view file contents?** Not typically. This step would be necessary for power users or Compeat Support if either needed to troubleshoot an issue with the file.

#### Interested in Vendor Management Solutions?

Our Vendor Management Solutions (VMS) license offers a variety of vendor-related services, such as importing invoices, importing order guides, and electronically transmitting orders. For more information on VMS licensing and pricing, please reach out to your Compeat sales representative, or [sales@compeat.com](mailto:sales@compeat.com).

## Import from Local File

Importing from a local file allows you to bring in invoice detail for those interfaces without a remote FTP connection. You can only import one file at a time and have two options when importing:

- » **Drag/Drop:** Drag and drop your desired file into the gray import field.
- » **Choose File:** Choose which file you wish to import from your device.



Once you've chosen your file(s), select **Import**.

### Import from Archive

The option to import from an archive allows you to re-import a previously imported invoice file. This option is ideal if you need to re-do an invoice because of an issue or because a user perhaps deleted the imported invoice. Archived files are available for 90 days after initial import.

Importing from the archive acts just like **importing from FTP** regardless of whether you previously imported from the FTP or manually imported the file.



Select the file(s) you wish to import, then select **Import**. If you wish to download a copy of the file, select *Save*.

# Matching Items

Once imported, invoice item details populate the grid at the bottom of the page. Compeat matches as many items as possible based on vendor item code and **split case and catch weight indicators**, but you must match the remaining items or assign them to GL accounts where necessary.

As with all grids, listings, and tables in Compeat, you have options when it comes to **viewing your data**.



- » **Need to remove an item?** Select the checkbox to the far-left of an item, then select the trash can icon on the left side of the page.
- » **Need to undo a match?** If you've matched a *New* or *Match* item but need to undo the action, select the item and then select the *Revert Changes* icon on the left side of the page.

## ! Issues importing a file?

Select *View Log* at the top of the screen to review the import log file. The log tells you if there are issues with specific data points in the vendor's file.

Common issues are invalid formatting for dates, data exceeding character limits for certain fields, or unexpected values in certain fields. If you are unsure what is causing the issue, send a screenshot of the log to [support@compeat.com](mailto:support@compeat.com) and a member of our Support Team can investigate further.

## Match Status

The match status of an item tells you whether Compeat has matched an imported item to a corresponding inventory item within Compeat. Statuses display in the left-most *Status* column.

- » **New:** Typically indicates that you either haven't assigned the vendor and item code to an inventory item, or you've yet to create the item in Compeat. If it's a new item, you must [create the item](#) before you can match it.
- » **Match:** Indicates a partial match. This often happens if you assigned the vendor and/or vendor item code to multiple inventory items, if the same item code represents multiple purchase units for an item, or if the item is a [split case or catch weight](#) item but lacks the proper setup in Compeat.
- » **Exact Match:** Indicates the item matches a Compeat inventory item and is ready for you to create the invoice.

For both *New* and *Match* statuses, you must assign information to the item before creating the invoice. We review this in the next section.

#### See an *Invalid* status?

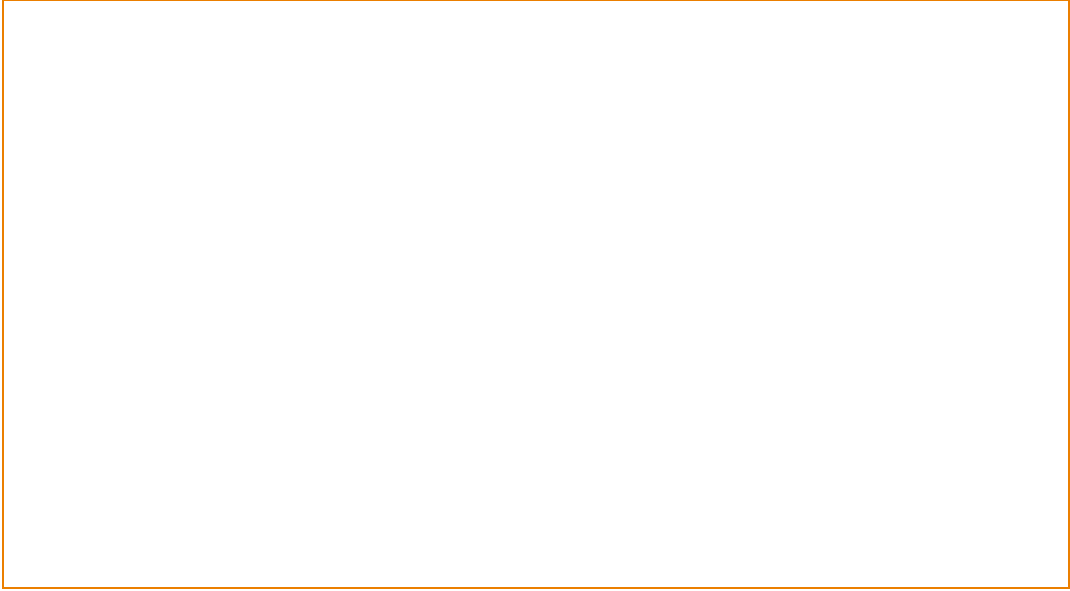
An invalid status usually means that Compeat is unable to determine the entity or vendor of the data from a multi-vendor/multi-store import.

For **Multi-Vendor** imports, ensure the *Vendor* value populated and that it matches the *Vendor Code* on the vendor record. If the value does not match, you'll likely need to notify the vendor so they can make the appropriate changes or direct you where to make the changes in their system.

For **Multi-Store** imports, ensure the Entity Number populated on the import screen. If this field is blank, then it's likely the account number for this location has not been mapped yet. Open a case with our [Support Team](#) and provide the entity number and the associated vendor account number so we can review the mapping for you.

## Match Items

As mentioned above, items with a *New* or *Match* status require you match the vendor item with an inventory item in Compeat. Select an item you wish to match, then select the hand icon on the left side of the page.



### New Item Status

For *New* items, you will complete two screens—matching the item to a Compeat inventory item and assigning a purchase unit.



- » **Need to find an item?** Use the search field located above the listing to filter the items.
- » **Don't see the item?** If the item already exists in Compeat, you may need to define it for this entity. If this is a new item and you have not set up the item in Compeat, you will need to use the **New Item** wizard do so.



- » **Wish to make this vendor the item's preferred vendor?** Enable the *Set as preferred vendor entry* toggle.
- » **to make the selected purchase unit the default unit when matching imported items?** Enable the *Set as the import default* toggle.
- » **Don't see the correct purchase unit?** It may be that you need to define **split case or catch weight** units for an item, or need to create a new purchase unit for the item.

## Match Item Status

For *Match* items, you simply need to select the inventory item with the correct item code and purchase unit combination for the item you are receiving.



» **Don't see the correct purchase unit?** You may need to define the purchase unit on the Vendor tab of the item record, or consider whether a **split case or catch weight** unit is necessary.

## Assign to GL Account

Say you receive an item for a special one-off event and normally would not inventory the item, rather than creating a new item for the sake of importing the invoice, you can assign the item to a GL account. This allows for Compeat to account for the financial aspects of the item.

Simply select the item(s) from the listing, then select *Assign GL Account* above the listing. On the pop-up, select the desired GL account. You can search by account number or name.



The *Assign GL Account* function is a one-time association. Compeat does not save this information for future imports.

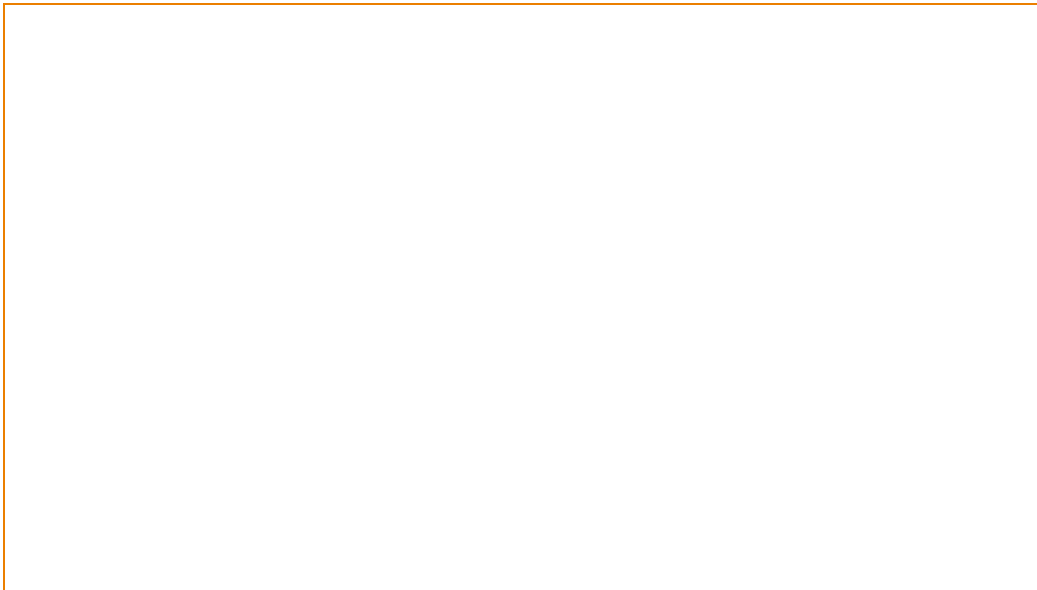
# Split Case and Catch Weight Considerations

If you are unable to match an item, look at the *Split Case* and *Catch Weight* columns. If the vendor considers an item to be a split case item, then Compeat must do the same.



## Split Case Setup

Ensure you've selected *Split Qty* on the **inventory item record** for the purchase unit that corresponds with the vendor.



Without this enabled, you will be unable to select the correct purchase unit when attempting to match an item.

## Catch Weight Setup

Ensure you've selected *Catch Weight* on the **global details section** of the inventory item record. We also recommend you select *Limit Counts to Inv. Units*.



You must also define a purchase unit of ***LB=1LB*** on the **General** tab of the item record. This tab is part of the entity-specific details of the item record.



## Create Invoices

Once every item on the screen has a status of *Exact Match* (or *General Ledger*), you can proceed with accepting items and creating the invoice(s).

## Accept Items

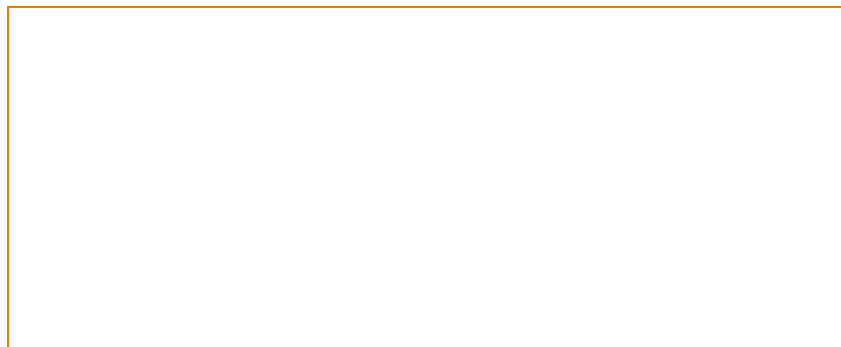
Accepting items locks an item, meaning you can make no further matching or GL assignments. You can accept items individually or accept all items by selecting the top-most checkbox, then selecting the check mark icon on the left side of the page.



Accepted rows display an *Accepted* status and highlight in green.

## Create Invoices

Once you have accepted items, select **Create Invoices** in the upper-right corner of the page. Compeat prompts you with your new invoice batch code. If you imported invoices for more than one entity, more than one batch may appear.




- » **Reconciling invoices?** If you submitted a purchase order for the invoice and have the vendor set up to reconcile invoices, you can select **Map Orders** to select the order from a listing.
- » **Want to reconcile later?** Not a problem. You can come back to the Import Invoices screen and select *Map Imported Invoices* at the top of the page to map invoice to order. Mapping should be done before you complete or post the batch.



## Process Invoices

Navigate to [AP Invoices](#) to continue processing your invoice batch(es). If you processed a multi-store file for multiple entities, you may wish to create an internal process to notify your managers when new batches are available to review and complete.



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Tagged: [import](#) [vendor interface](#) [vms](#)

