

Compeat Help

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Import Open Banking Items

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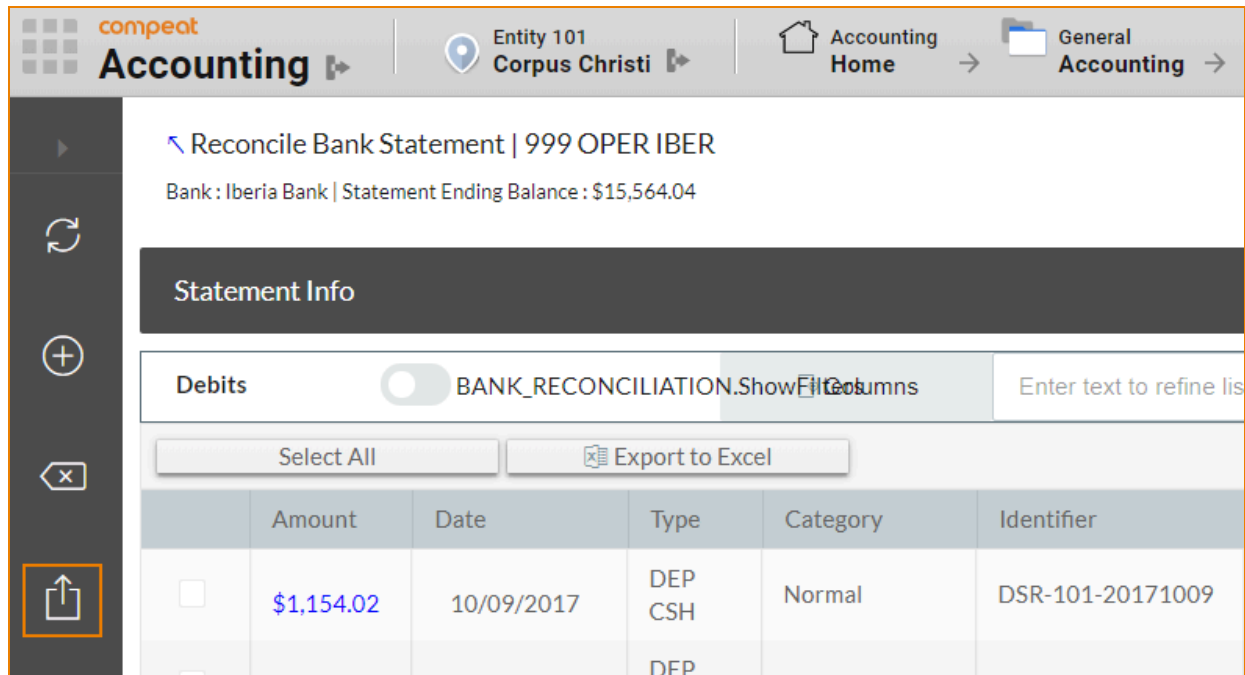
It's not uncommon for there to be outstanding bank transactions when you perform your first bank reconciliation with Compeat or when you add a new bank account.

By this we mean it's not uncommon for your bank statement to list transactions not captured by your Compeat General Ledger because they occurred prior to the creation of the bank account in Compeat. Examples include payments, deposits, and EFT or other electronic transactions.

Luckily, Compeat allows you to import these transactions into an in-progress bank reconciliation so that you can fully reconcile your bank statement to a zero amount.

! Your General Ledger

Importing this data does not affect the general ledger, but rather adds outstanding transactions to the Bank Reconciliation screen so you can clear them and accurately reconcile your statement.



compeat Accounting Entity 101 Corpus Christi Accounting Home General Accounting

Reconcile Bank Statement | 999 OPER IBER
Bank: Iberia Bank | Statement Ending Balance: \$15,564.04

Statement Info

Debits BANK_RECONCILIATION.Show Filter Columns Enter text to refine list

Select All Export to Excel

	Amount	Date	Type	Category	Identifier
<input type="checkbox"/>	\$1,154.02	10/09/2017	DEP CSH	Normal	DSR-101-20171009
<input type="checkbox"/>			DEP		

To import your open or outstanding banking transactions, select the import icon on the left side of the page. This launches the *Import Spreadsheet* window.

Choose Your Spreadsheet

When it comes to spreadsheets, you have two options: download and use Compeat's sample spreadsheet or build your own.

Use Compeat's Sample Spreadsheet

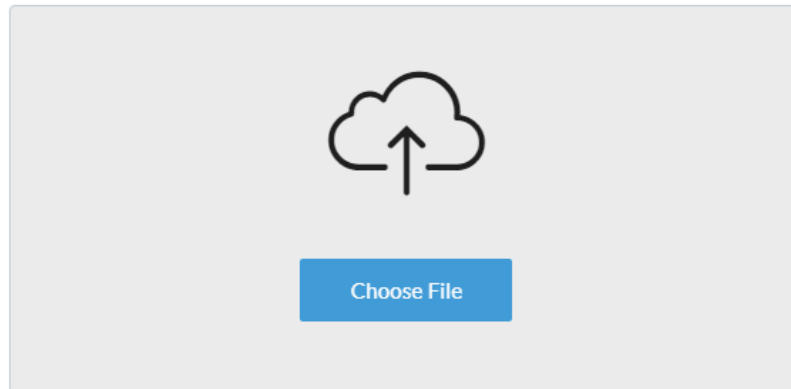
Compeat provides a sample spreadsheet that you can download and use for the import process. We have formatted this spreadsheet to match the default **cell location assignments** for imported transactions.

Import Spreadsheet | Choose File

Select a spreadsheet, and the map cells to expected values.

- Select an Excel spreadsheet or CSV to load records into the current bank statement reconciliation.
- No activity will be committed to the general ledger.
- "Bank Code" details for each row must match **202 PETTY**
- "Trx Date" details for each row should be before **07/30/2018**

→ [Download sample Excel spreadsheet](#)



You simply need to enter your transactions in the spreadsheet.

- » **Bank Code:** Must be the exact Bank Code for the account you are reconciling
- » **Vendor Code:** *Optional*, if entered, Vendor Code must match Vendor record
- » **Trx Number:** Maximum of 10 alpha-numeric characters; Checks are numeric only
- » **Trx Date:** Must be equal to or before the reconciliation date
- » **Trx Amount:** See Trx Type key below
- » **Trx Type:** See Trx Type key below

Create Your Own Spreadsheet

You can absolutely use a spreadsheet of your own creation to import open banking items. There are, however, a few requirements:

- » Your spreadsheet must have an Excel (.xls, .xlsx) or CSV (.csv) file type.
- » Ensure you include bank code and transactions dates in your spreadsheet, and that these columns meet the bolded requirements listed on the *Import Spreadsheet* pop-up.

- » Transactions must appear on the first sheet of the workbook. Compeat does not import beyond the first sheet.
- » When importing, you must tell Compeat where to find necessary information in your sheet. Learn more about this process in our cell mapping section.

Transaction Types

Regardless of which spreadsheet you use—the sample or your own—each imported transaction requires you define a transaction type (*Trx Type*). You can access a list of transaction types in the sample spreadsheet.

- » **Type 1:** Deposits; will import as debit entries; *enter amount as positive number*
- » **Type 3:** Checks; will import as credit entries; *enter amount as positive number*
- » **Type 4:** EFT – electronic fund transfers; will import as credit entries; *enter amount as positive number*
- » **Type 6:** Journal Entry; *a positive value will import as a debit entry, a negative value will import as a credit entry*

Import Your Spreadsheet

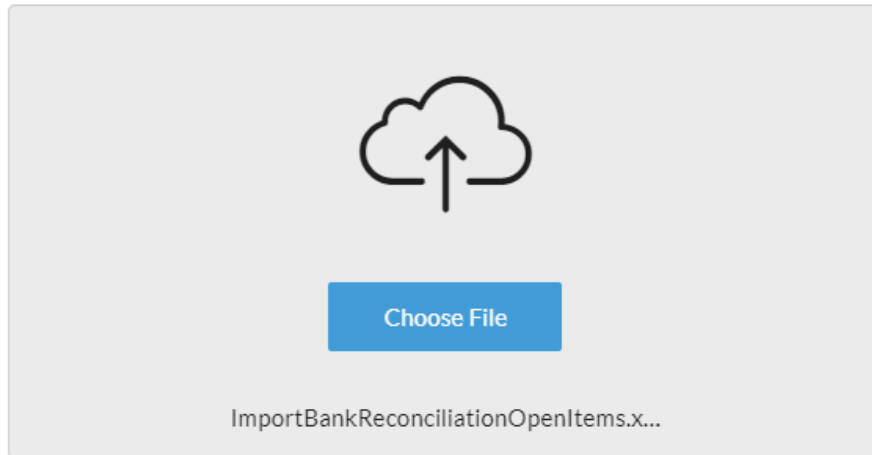
Importing open items allows you to import one or more files at a time. You have two options when importing:

Import Spreadsheet | Choose File

Select a spreadsheet, and the map cells to expected values.

- Select an Excel spreadsheet or CSV to load records into the current bank statement reconciliation.
- No activity will be committed to the general ledger.
- "Bank Code" details for each row must match **202 PETTY**
- "Trx Date" details for each row should be before **07/30/2018**

[Download sample Excel spreadsheet](#)

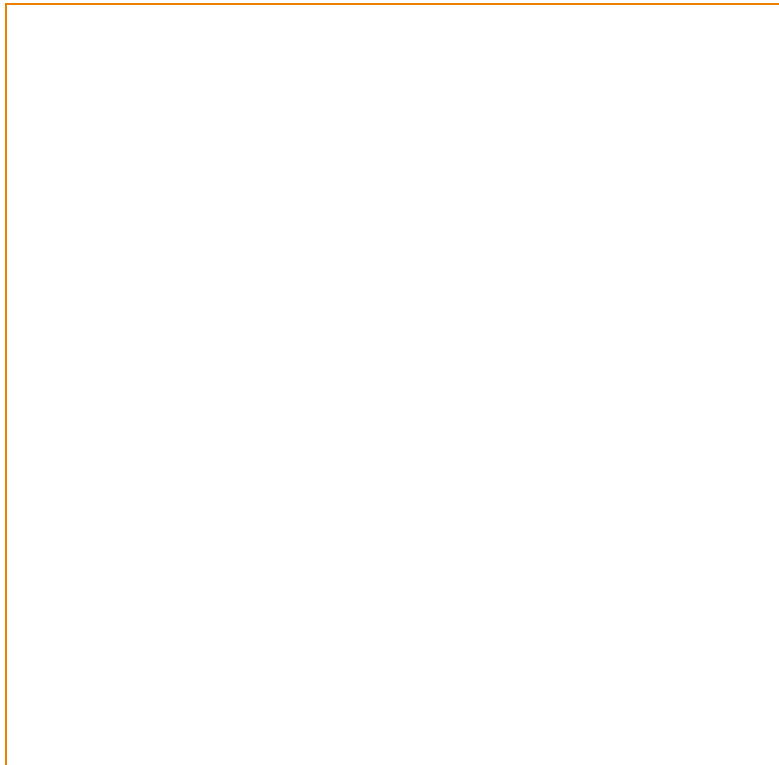


» **Choose File:** Choose which file(s) you wish to import from your device.

Files pending import display by name at the bottom of the import field. Select **Next** to import your file(s).

Cell Mapping

Cell mapping tells Compeat where to locate each piece of data in your spreadsheet.



- » **Using the sample spreadsheet?** Populate the matching default cell locations by selecting *Use Default Values from Sample Spreadsheet*.
- » **Using your own spreadsheet?** Enter cell locations that correspond with where the data is located within your file.

ⓘ Importing more than one spreadsheet?

Cell mapping must be identical for all spreadsheets included in your import. If the cell mapping differs, then you must import each spreadsheet separately and enter their unique cell mapping.

Once done, select **Import Spreadsheet**. Compeat alerts you to any errors with your spreadsheet.

Updated on May 10, 2021

Tagged: bank rec efficiency import open items