

# Compeat Help

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## Invoice File Import Options

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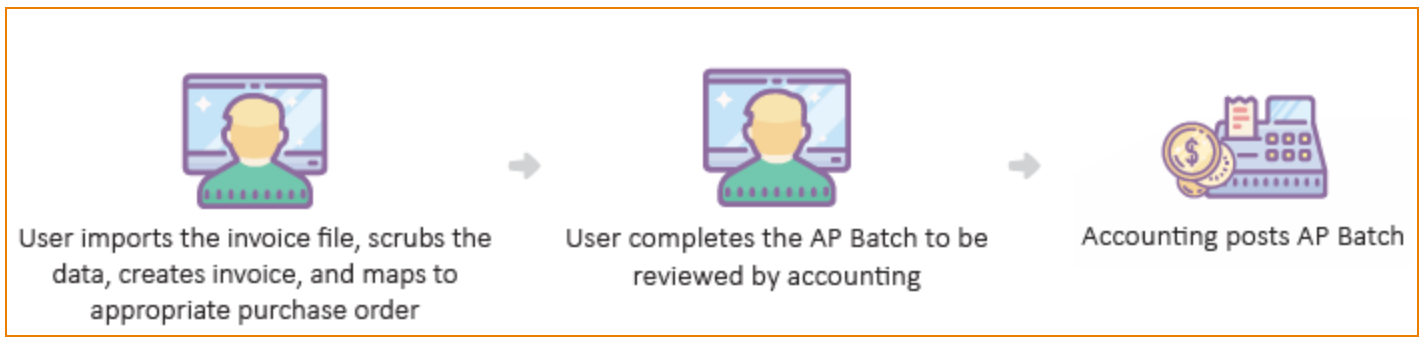
[Multi-Entity Import](#)

Most vendors can set up invoices to be delivered two different ways: **Single Entity Import** and **Multi-Entity Import**.

## Single Entity Import

Invoice files are available for import by individual entity. Users must be in the specific entity in to receive that entity's file. Do note that this import option allows store-level managers to scrub invoice data, which could leave the database open to data entry errors when matching new items in the file. This option requires diligent AP reporting to ensure managers are correctly importing invoices.

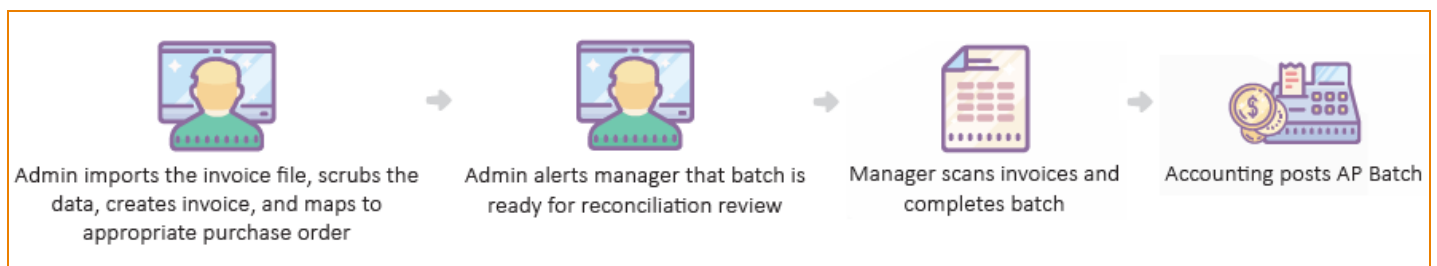
<b>Ideal For:</b>	» Restaurant Groups with less than 4 entities.» Restaurant Groups with franchises.» Restaurant Groups without an above-store accountant.
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## Multi-Entity Import

Invoice files for every entity are available for import via a **single** file. Your admin can scrub the data for **all** entities in one place, and match inventory items in Compeat. Compeat then checks the Restaurant Inventory Items for the individual lines of data pertaining to a particular entity. Your admin can then click *Create Invoices* to create batches in the individual entities. Store managers then review the invoices, make necessary changes, and upload paper invoices.

<b>Ideal For:</b>	» Restaurant Groups with more than 3 entities.» Restaurant Groups with franchises.» Restaurant Groups with an above-store accounting team.
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If a vendor has the requisite technology, then you can electronically transmit your orders via FTP upload, web-portal, or e-mail.

Updated on May 26, 2021