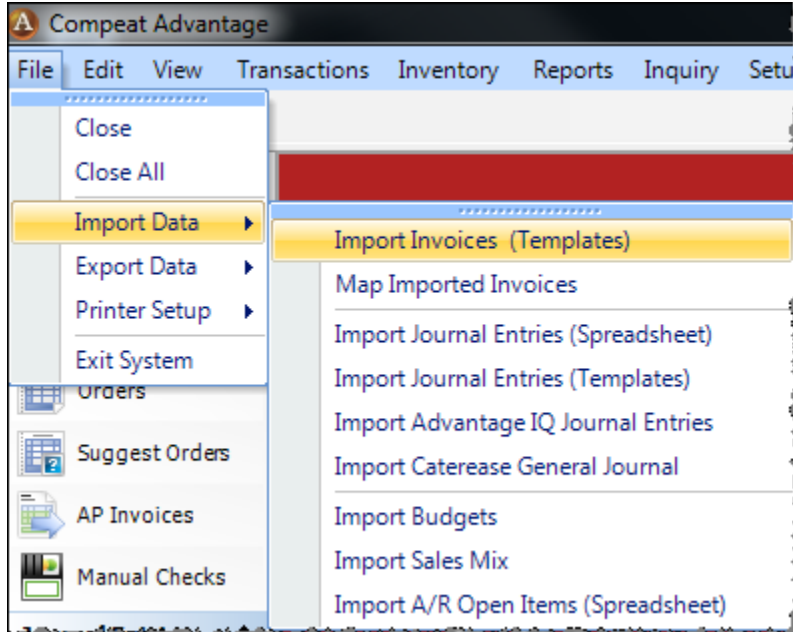


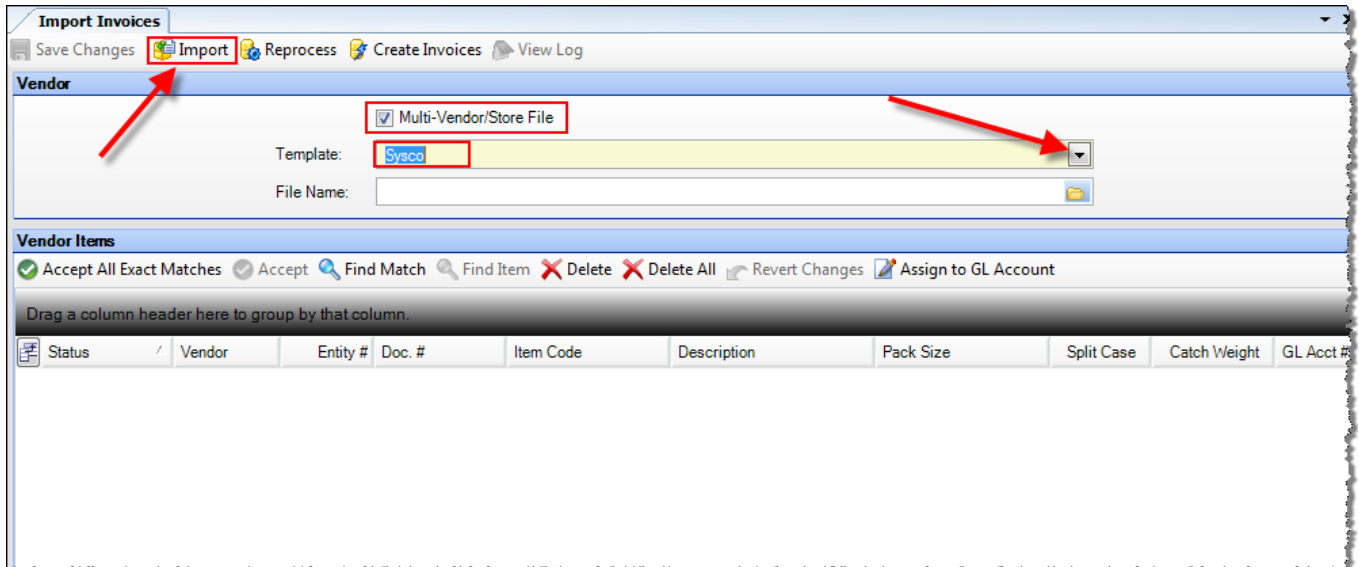
INVOICE IMPORT IN COMPEAT

To Import Invoices, navigate to:

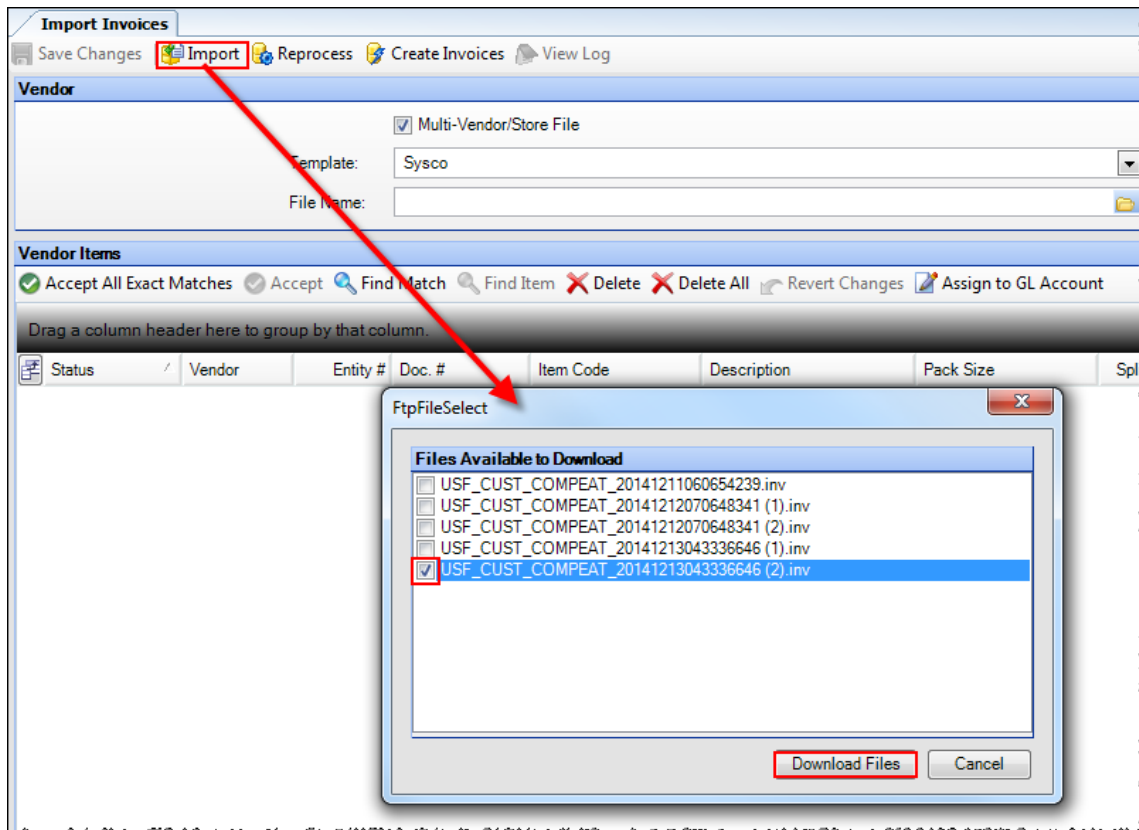
File > Import Data > Import Invoices (Templates)



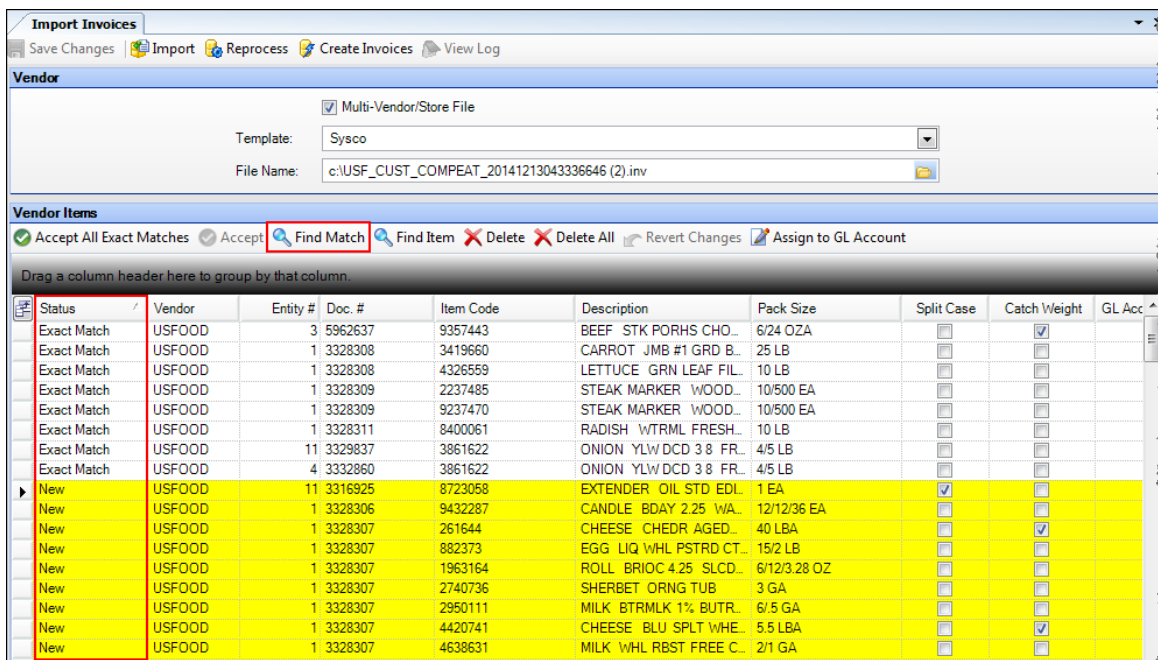
On this screen check the box Multi-Vendor/Store File (typically the Files contain data for all of your entities at once) – use the drop down to select the vendor and click Import near the top of the screen:



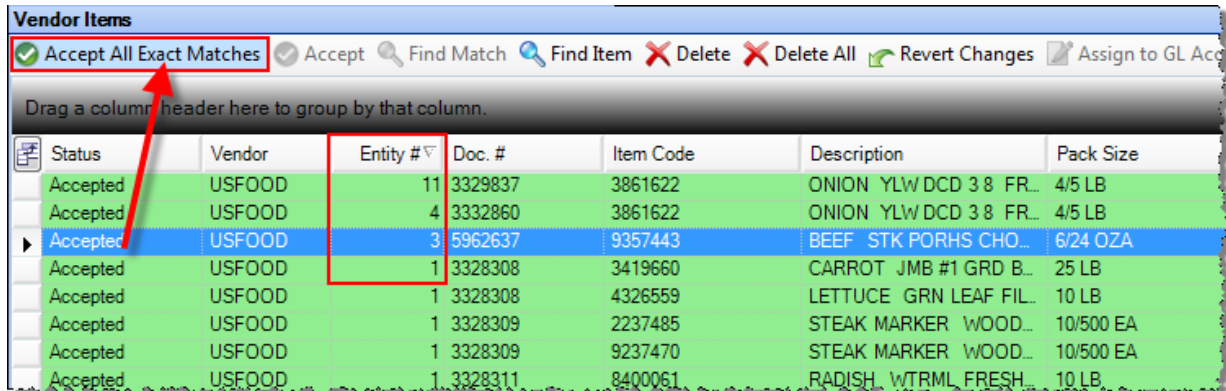
This will open a dialogue box with all available files on the Vendor's FTP Server – check off one or more of these files and click Download Files:



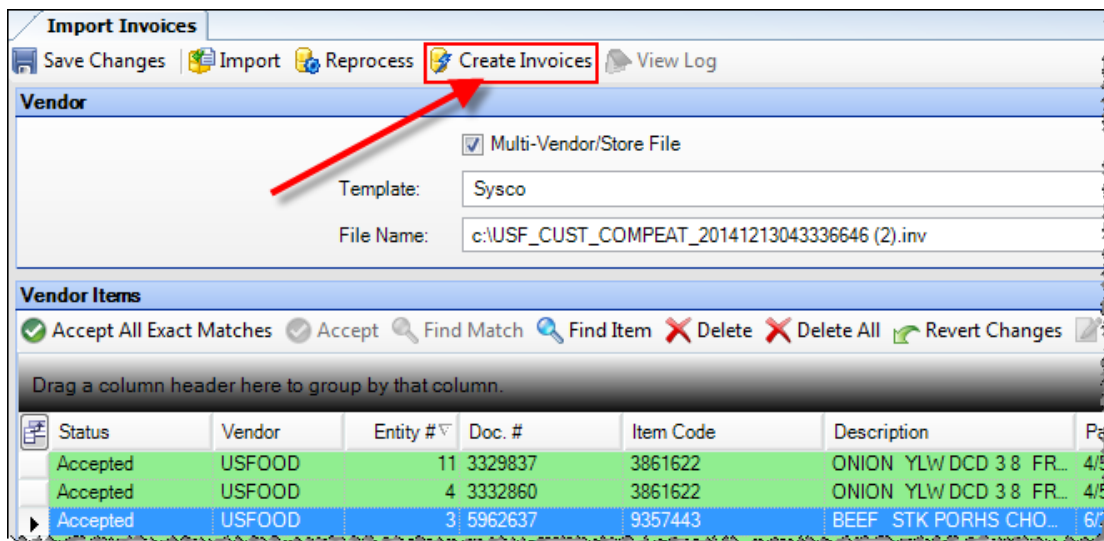
The matching process is done by double clicking an item and matching it to your Compeat item. You must get all items into an Exact Match status to import the invoices.



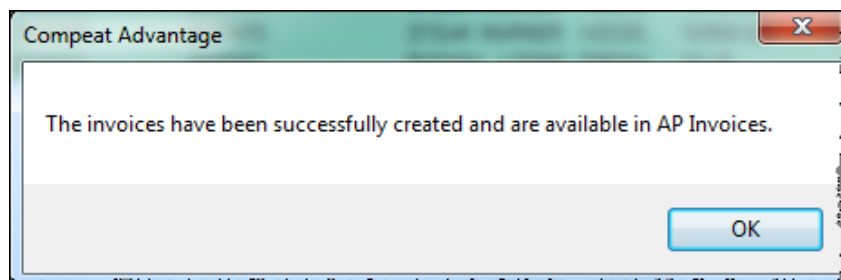
Once all items are Exact Match, press the Accept All Exact Matches button. Also notice, we will be importing invoices for multiple entities at once. When matching in this screen, Compeat keeps track of which entity's database to search through as you match, so you can import invoices from any entity and match up items for all entities represented in the invoice file you see. Likewise, when you create the actual invoice, Compeat will distribute the invoices to the appropriate entity's AP Invoice Screen.



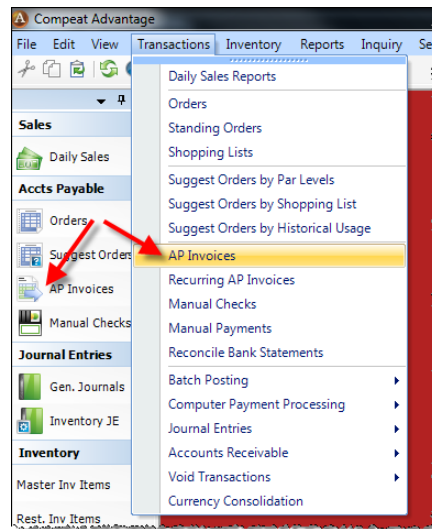
Click Create Invoices to initialize this process:



You will see the following message (if you get an error pertaining to a Tax or Freight account, see the bottom of this document).



Now you can navigate to the AP Invoice Screen in the corresponding Entity under the Transactions Menu or using the quick link in the left toolbar:



The invoice appears just as a normal invoice at this point. You can still edit quantities/prices etc.

AP Invoices (edited)

Invoice

Batch Code: BV-001-001731 Voucher #: V-001-0006654 Apply Date: 3/27/2015 Doc Type: invoice Invoice Amt: 1,340.35 Non-Disc Amt: PO #: 001-05470
 Vendor Code: VENDOR Vendor Name: Vendor Vendor Group: Invoice #: 401071417 Invoice Date: 3/27/2015 Due Date: 4/1/2015

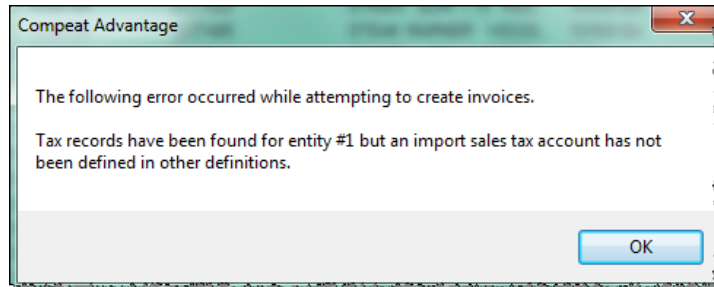
Invoice Detail

Item Description	Item #	Qty	Purch Unit	Amt Each	Ext Price	Ord Qty	Ord Purch Unit	Ord Amt Each
Artichoke Heart	503	2.00	Cs = 6/Each	58.350	116.70	1.00	Cs = 6/Each	\$58.350
BACON Slice	123456795	1.00	Case = 30/lb	86.420	86.42	1.00	Case = 30/lb	\$86.420
Paper Bag	123456796	2.00	Case = 5,000/Each	117.500	135.00	2.00	Case = 5000/Each	\$17.500
Bloody Mary Mix	123456797	1.00	Case = 12/750 mL	45.850	45.85	1.00	Case = 12/750 mL	\$45.850
BASE Seafood	123456800	1.00	Case = 20/lb	60.720	60.72	1.00	Case = 20/lb	\$60.720
Ribeye	123456798	4.00	Case = 15/lb	149.790	599.16	3.00	Case = 15/lb	\$149.990
Whole Chicken	123456799	5.00	Case = 15/lb	39.440	197.20	5.00	Case = 15/lb	\$39.440

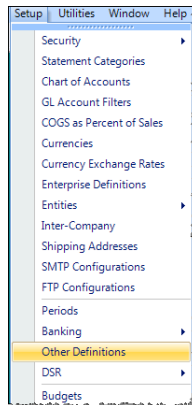
* (click here to add)

Troubleshooting Error Message:

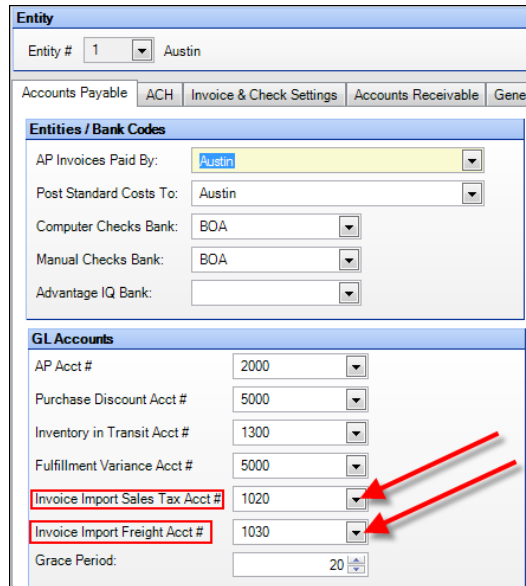
If you encounter the following message the first time you import invoices for BiRite:



Navigate to Setup > Other Definitions:



Make sure for every entity (this screen is Entity Specific) you establish a Tax and Freight Account near the bottom of the screen for importing. You can always allocate out the taxes on the AP Invoice screen itself after the import, but Compeat needs a place-holder for those two numbers to import successfully.



Entity	
Entity #	1 Austin
Accounts Payable ACH Invoice & Check Settings Accounts Receivable General	
Entities / Bank Codes	
AP Invoices Paid By:	Austin
Post Standard Costs To:	Austin
Computer Checks Bank:	BOA
Manual Checks Bank:	BOA
Advantage IQ Bank:	
GL Accounts	
AP Acct #	2000
Purchase Discount Acct #	5000
Inventory in Transit Acct #	1300
Fulfillment Variance Acct #	5000
Invoice Import Sales Tax Acct #	1020
Invoice Import Freight Acct #	1030
Grace Period:	20