

Import Bank Transactions into CenterPoint® using Plaid

Document #:	3478	Product:	CenterPoint®
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The Bank Import process allows you to seamlessly import transactions from most financial institutions into CenterPoint, using an integration with Plaid instead of a manual import process. This process is used to either create transactions that are not in CenterPoint yet, or to match transactions that have already been entered so they are not duplicated and you can check them for accuracy.

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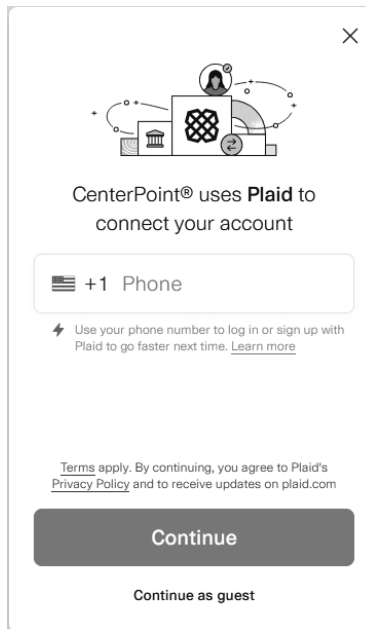
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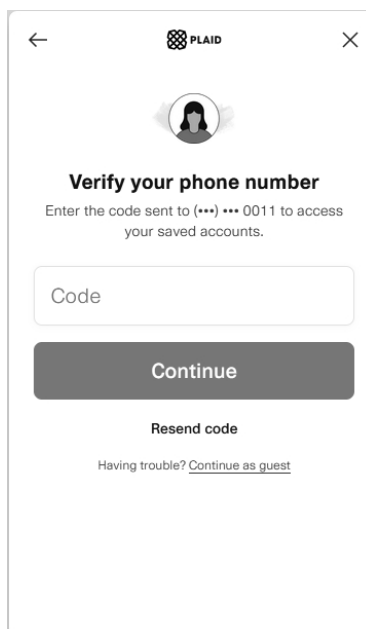
Connect to Plaid and Add a Financial Institution

A Plaid account lets you connect your financial accounts to apps and services. Your data is kept safe with best-in-class data encryption and security.

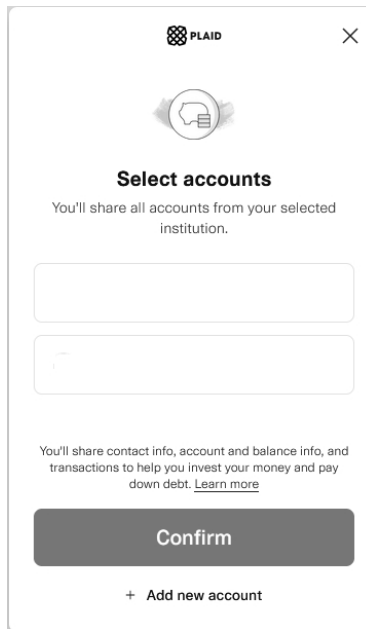
1. Select **Processes > Banking > Bank Transaction Import**.
2. Click **Add**.



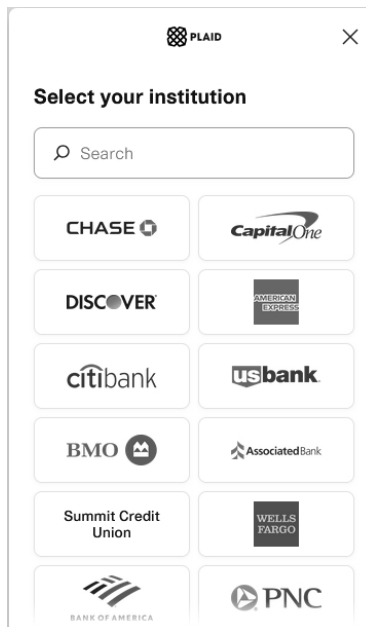
3. Enter your **Phone** number to sign up with Plaid.
4. Click **Continue**.
5. Enter the **Code** sent to your phone number.



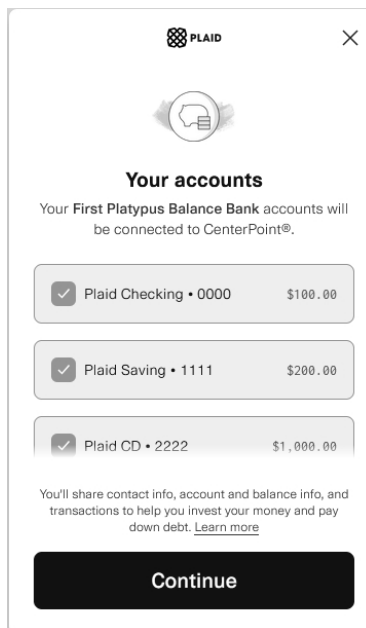
6. The Select accounts screen will display.



7. Click **Add new account**.



8. **Select your institution.** If your institution is not in the displayed list, use the **Search** box.
9. When the log in screen displays for your financial institution, follow the on-screen instructions to log in and connect your account(s).
10. Click **Submit**.
11. Your accounts display and will be connected to CenterPoint.

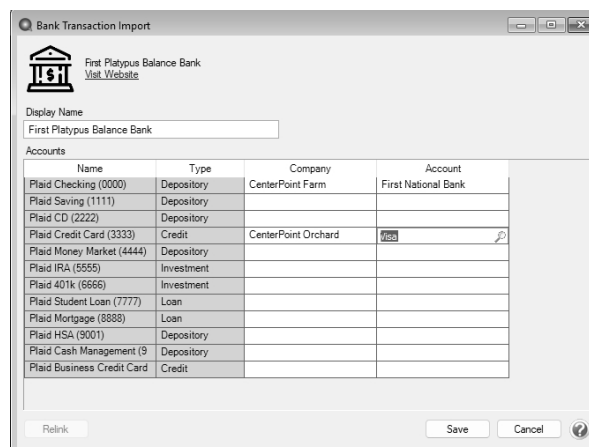


12. Click **Continue**.
13. When the *Linking Complete* message displays, close the tab/browser and return to the Bank Transaction Import screen in CenterPoint.
14. At the *"Links that are inactive for more than 90 days will be deactivated and the import will need to be readded"* message, click **OK**.

Map Financial Institution Accounts

The Bank Transaction Import Edit screen will display a list of the accounts associated with the financial institution. The accounts you want to include in the review/import process must be mapped to specific CenterPoint companies and accounts.

1. For each financial institution account that you want to include in the review/import process, select the **Company** and **Account**.

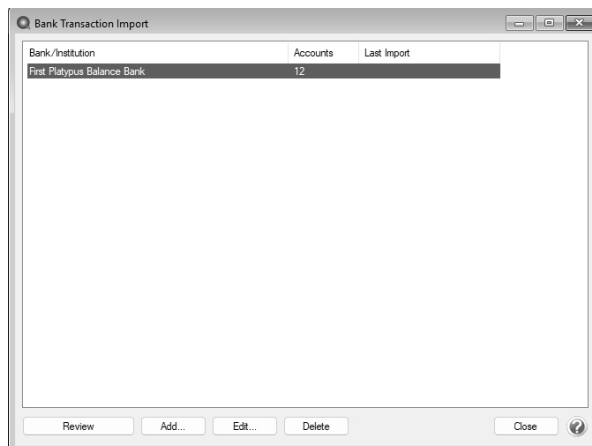


2. Click **Save**.

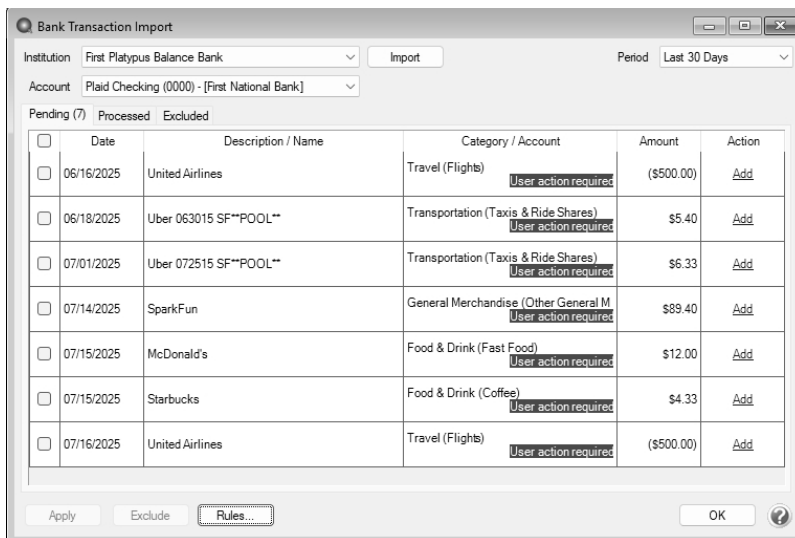
Review Financial Transactions

After the financial institution accounts are mapped to specific CenterPoint companies and accounts, the Bank/Institution accounts will be available to review.

1. If the Bank Transaction Import screen is not currently displayed, select **Processes > Banking > Bank Transaction Import**.



2. Double-click the Bank/Institution you want to review or select the Bank/Institution, and then click **Review**.
3. Select the **Institution** you want to review transactions for.
4. Select the **Account** you want to review transaction for.
5. If you want to change how many days' worth of transactions to review (30, 60 or 90 Days), change the selection in the **Period** box.
6. Click **Import**. A message indicating the number of transactions imported displays, click **OK**. You can import on any schedule, but you do need to import at least once every 90 days to keep the link active.
7. Imported Bank/Institution transactions that have yet to be processed will display on the **Pending** tab. The tab will indicate the number of transactions that are pending. Bank/Institution transactions that have a mapped Name and Account, or have a single, green match can be processed without any further user action. Select the check boxes for these transactions (or check all with the check box in the header and the system will skip any that need additional action) and click **Apply** to add/match these transactions.
 - » Positive amounts represent Outgoing transactions (purchases).
 - » AP payments are created in CenterPoint for a cash/line of credit account with the option to apply to an open invoice.
 - » For credit card liability accounts, AP invoices are created in CenterPoint.
 - » Negative amounts represent Incoming transactions (income or refunds).
 - » AR receipts are created in CenterPoint for cash/line of credit accounts.
 - » For credit card liability accounts, AP payments are created in CenterPoint that should be applied to open invoices.



- » If a pending Bank/Institution transaction needs more information to be added to CenterPoint, a "*User action required*" message displays in the Category/Account column. The first time you review transactions for a Bank/Institution, all transactions will say "User action required." This is because no mapping is set up yet. To review/change the action the imported Bank/Institution transaction should take when processed, in the **Action** column, select the **Add**, **Match**, or **Exclude** link.
- » **Add** - This link allows you to manually map/review the Name and Account in CenterPoint that the Bank/Institution transaction data represents and add the transaction to CenterPoint. If a Description or Category from the Bank/Institution is mapped to a Name or Account in CenterPoint via a rule, the mapped CenterPoint information displays below the Bank/Institution information in gray.

The screenshot shows the 'Action' dialog box with the 'Add' action selected. The transaction details are as follows:

Date	Description	Category	Amount
06/18/2025	Uber 063015 SF**POOL**	Transportation (Taxis ,Ride Shares)	\$5.40

Below the table, the 'Action' dropdown is set to 'Add'. The 'Name' field contains 'Uber'. The 'Account' field is set to 'Travel & Meeting Expense'. There is an 'Or' section with 'Apply to Open Invoices' and a value of '0.00'. At the bottom right are 'Cancel' and 'Add' buttons.

- » **Match** - This link allows you to review a Bank/Institution transaction that matches an existing CenterPoint transaction. The color indicates confidence in the match - green being an exact match, orange a medium confidence match, and red a low confidence match.

The screenshot shows the 'Action' dialog box with the 'Match' action selected. The transaction details are as follows:

Date	Description	Category	Amount
07/15/2025	Starbucks	Food_Drink (Coffee)	\$4.33

Below the table, the 'Action' dropdown is set to 'Match'. The 'Name' field is empty. A 'Matches' section contains a table with one match:

Date	Name	Amount	Confidence
☒ 07/16/2025	Starbucks	\$4.33	Low

At the bottom right are 'Cancel' and 'Match' buttons.

- » The process will attempt to match transactions by Name, Transaction Date, and Amount– in that order. Partial matches are also possible. Dates must also match within a period of +/- 3 days.
- » If there are multiple matches, the actual match transaction must be selected before the Match action can be completed. If the matched transaction is not an

exact match, right-click on the matched transaction and select **Find in Search...** to view/edit with CenterPoint Transaction Search.

- » Select the **Action** you want to perform for the matched transactions - select **Add** to add the transaction to CenterPoint by providing Name and Account details, **Match** to move the item to the Processed tab without adding it to CenterPoint, or **Exclude** for a transaction you do not want to map or match.

- » **Exclude** - This link is used if you do not wish to map or match this Bank/Institution transaction to CenterPoint. Click **Exclude** to remove it from the Pending tab. You can click **Undo** to move excluded transactions from the Excluded to the Pending tab.

The screenshot shows a dialog box titled "Action" with a close button (X) in the top right corner. It contains a table with the following data:

Date	Description	Category	Amount
06/18/2025	Uber 063015 SF**POOL**	Transportation (Taxis ,Ride Shares)	\$5.40

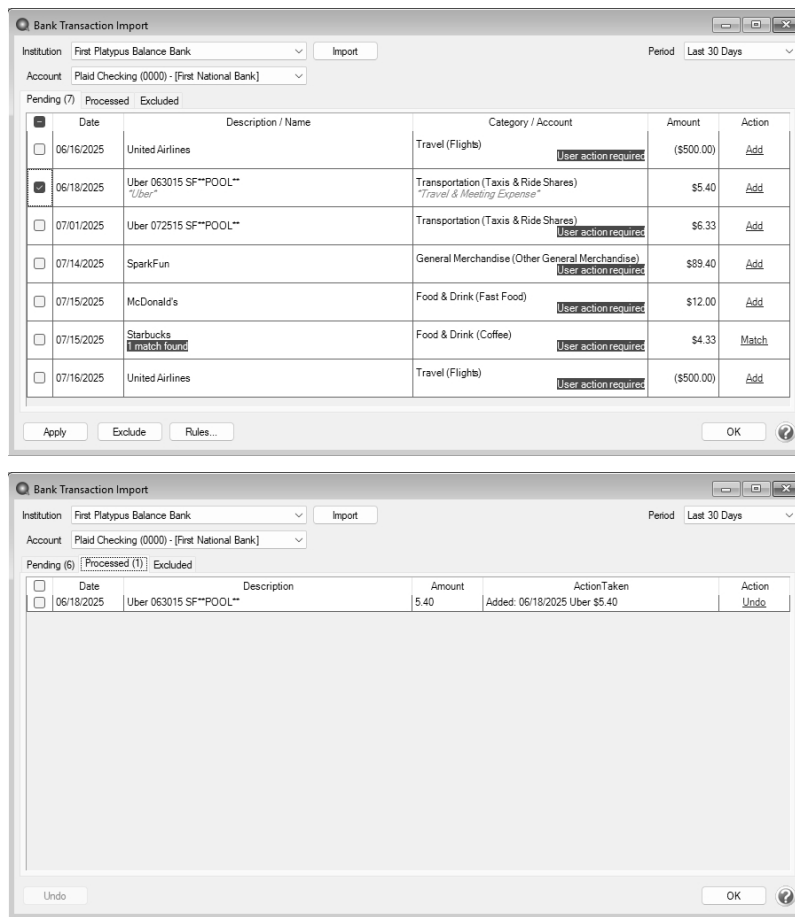
Below the table, there is an "Action" dropdown menu with "Exclude" selected. At the bottom right, there are "Cancel" and "Exclude" buttons, along with a help icon (question mark).

Example:

- » Using the transactions in the example above, the **Add** link was selected for the 6/18/25 transaction.

The screenshot shows the same "Action" dialog box, but with "Add" selected in the dropdown menu. Below the table, there are input fields for "Name" (containing "Uber") and "Account" (containing "Travel & Meeting Expense"). There is also an "Or" section with "Apply to Open Invoices" and a value of "0.00". At the bottom right, there are "Cancel" and "Add" buttons, along with a help icon (question mark).

- » Select the **Name** and **Account** that should be used to map the Bank/Institution transaction to CenterPoint. In this example, the Bank/Institution transaction with the Description Name of "Uber" with a Category/Account of Transportation (Taxes & Ride Share) should be mapped to the CenterPoint vendor Name (Uber) and Account (Travel & Meeting Expense). Click **Add** to map this transaction to CenterPoint. When the mapping is complete, the transaction will be moved to the Processed tab. Other transactions with the same Description/Category will be mapped because the auto-rule was created.

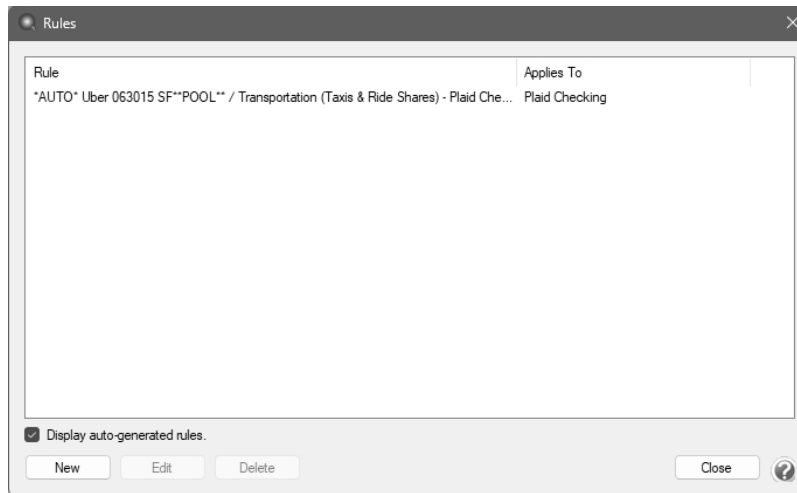


Auto-Generated Rules for Transactions

Each time you manually map a Description/Name customer/vendor Name and/or Account, by using the Add link, an auto-generated rule is created. Your data will start to be automatically mapped for processing. The more items you map, the more automated it will become, where you will only need to manually change things that you want to map differently than before, or transactions from new vendors/customers. Auto-generated rules are hidden from the Rules list, unless the **Display auto-generated rules** check box is selected. Auto-generated rules are applied after any user-defined rules and only apply to the Account for which they were created.

Example

- » From the Bank Import Transactions screen, If you click the **Rules...** button and select the **Display auto-generated rules** check box, a Rule will display from the example above.



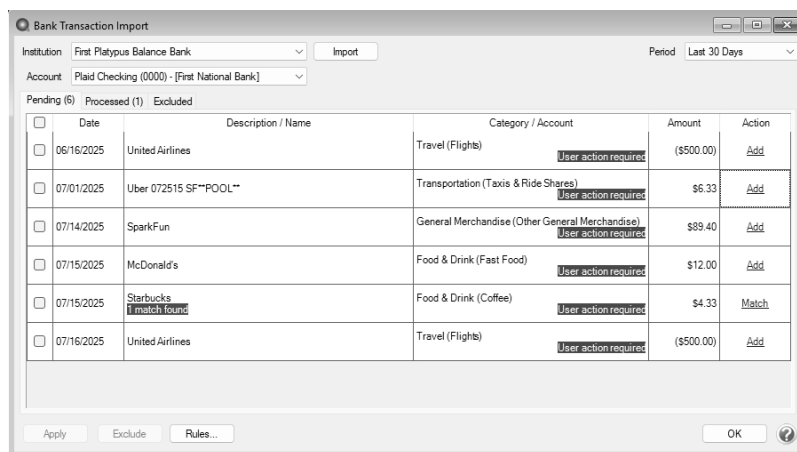
- » As you map Bank/Institution transactions, auto-generated rules will continue to be defined. These rules can be Edited or Deleted.
- » If you want an auto-generated rule to become a Rule that is always applied, click **Edit** and define the rule using the Create and Apply Rules/Actions to Transactions section in this document.

Create and Apply Rules/Actions to Imported Transactions

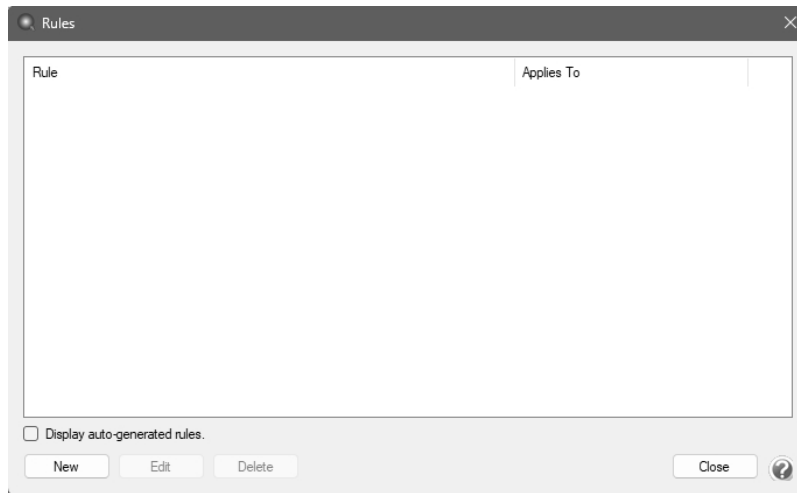
Rules help CenterPoint map the Bank/Institution imported transactions description/categories to transactions in CenterPoint. Any new or edited rules are applied to the Pending tab when the Rules screen is closed. Only the first rule to map a customer/vendor Name or account is applied, but rules can be cumulative. Mappings are not reset when rules are applied, so if you or a rule maps a customer/vendor or account, subsequently modifying that rule, adding a new rule, or removing a rule will not affect the mapping of that transaction.

Example:

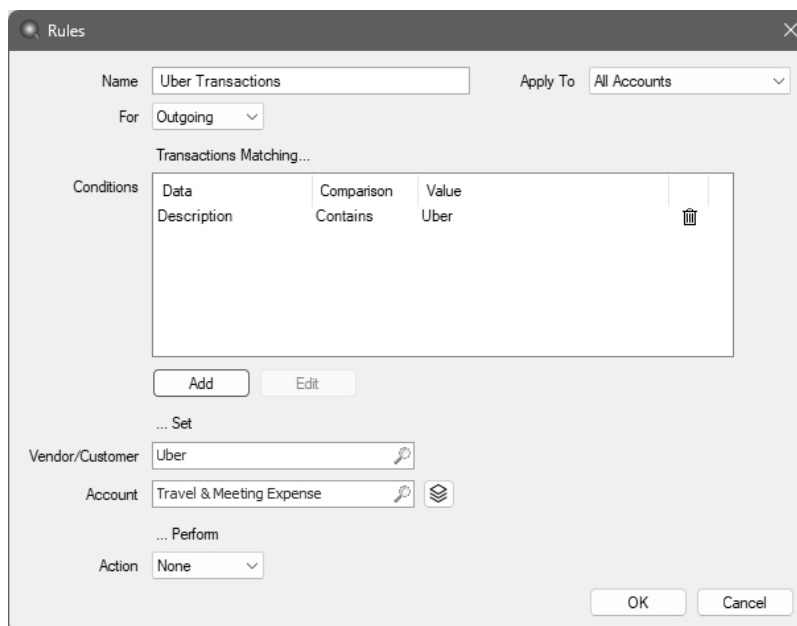
- » Using the transactions in the example above, a rule can be defined for Bank/Institution transactions with the Description/Name of "Uber" with a Category/Account of Transportation (Taxes & Ride Share) to always map the vendor Name (Uber) and account (Travel & Meeting Expense) with CenterPoint.



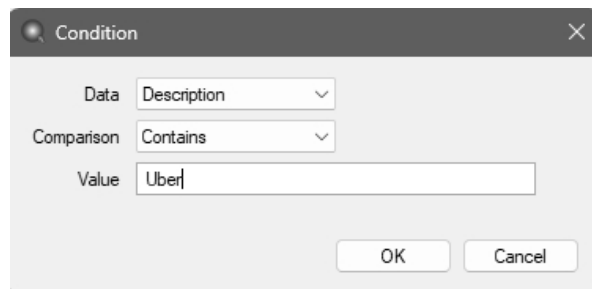
1. Click the **Rules...** button.



2. Click **New**.

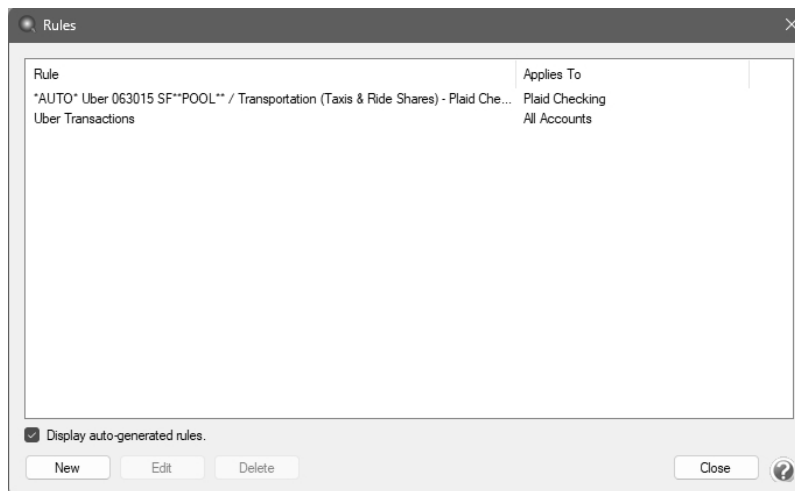


3. In the **Name** box, enter a required name for the Rule, for example Uber Transactions.
4. In the **Apply To** box, select the Bank/Institution account the rule applies to, in this example All Accounts was selected.
5. In the **For** box, select whether this is an **Incoming** (AR Receipt) or **Outgoing** (AP Payment for a cash/line of credit account or transaction).
6. If you want to set conditions the data must match for the rule to be applied for either the Description or Category, under the **Conditions** box, click **Add**.

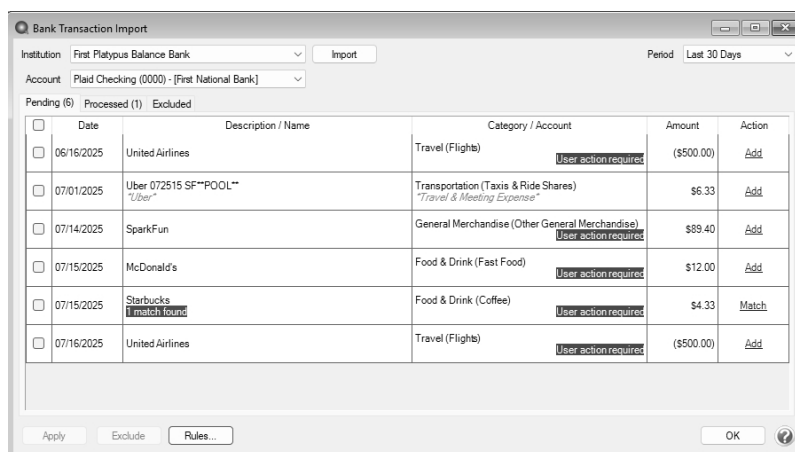


- » In the **Data** box, select **Description** or **Category**.
- » In the **Comparison** box, select one of the following options:
 - » **Equals** - The value must match the specified text completely.
 - » **Begins With** - The value must start with the specified text.
 - » **Contains** - The value must contain the specified text.
 - » **Ends With** - The value must end with the specified text.
- » In the **Value** box, enter the value the Comparison applies to. In this example, the rule will apply if the Description of any Bank/Institution transaction contains the text "Uber".
- » Click **OK**.

7. In the **Vendor/Customer** box, select the CenterPoint vendor/customer. In this example, the Uber vendor was selected.
8. In the **Account** box, select the CenterPoint account. If a percentage should post to multiple CenterPoint accounts, click the  icon, select each account, define the percentages, and then click **OK**.
9. In the **Action** box, if you want to include the transaction, leave the selection at **None**. To exclude any transaction that meets the rules set above, select **Exclude**.
10. Click **OK**.



11. Click **Close**. All mappings made will display on the Pending tab. In this example, the CenterPoint Vendor "*Uber*" displays in the Description/Name column under the Bank/Institution's Description/Name and the CenterPoint Account "*Travel & Meeting Expense*" displays in the Category/Account column under the Category/Name for the financial institution for the transaction dated 7/1/25 for \$6.33.



Date	Description / Name	Category / Account	Amount	Action
06/16/2025	United Airlines	Travel (Flights)	(\$500.00)	Add
07/01/2025	Uber 072515 SF**POOL** "Uber"	Transportation (Taxis & Ride Shares) "Travel & Meeting Expense"	\$6.33	Add
07/14/2025	SparkFun	General Merchandise (Other General Merchandise)	\$89.40	Add
07/15/2025	McDonald's	Food & Drink (Fast Food)	\$12.00	Add
07/15/2025	Starbucks I match found	Food & Drink (Coffee)	\$4.33	Match
07/16/2025	United Airlines	Travel (Flights)	(\$500.00)	Add

Transactions Between Two Bank Accounts

Transactions between two bank accounts, such as a bank transfer or credit card payment transaction, appear in the Bank Transaction Import for both accounts, but should only be matched or added in one account and a rule to exclude these transactions should be created in the other account.

- » **Bank Transfers**
 - » **Add** – If you are adding the transaction, choose which account will handle the addition and exclude the transaction from the other account.
 - » **Match** – If this transaction is already entered in CenterPoint as a payment or receipt, it will show as a match on the Bank Account for the transaction. It should be excluded from the account used on the detail line. If the bank transfer was entered into CenterPoint as a journal entry, the Bank Transaction Import will not be able to find the match, and the transaction should be excluded from both accounts.
- » **Credit Card Payments**
 - » **Add** – If you are adding the transaction, it is normally added as an outgoing transaction from the bank account making the payment, and excluded on the credit card account.
 - » **Match** – If this transaction is already entered in CenterPoint, it will show as a match on the bank account making the payment. The Bank Transaction Import will not find a match on the credit card account, and a rule should be set up to exclude the transaction.

Processed Transactions

The **Processed** tab displays imported transaction data and the Action Taken.

Bank Transaction Import

Institution

First Gingham Credit Union

Import

Period

Last 90 Days

Account

Plaid Checking (0000) - [First National Bank]

Pending (14)

Processed (2)

Excluded (2)

☐	Date	Description	Amount	ActionTaken	Action
☐	05/02/2025	Uber 072515 SF**POOL**	6.33	Added: 05/02/2025 Uber \$6.33	Undo
☐	05/19/2025	Uber 063015 SF**POOL**	5.40	Added: 05/19/2025 Uber \$5.40	Undo

Undo

OK

When you select a transaction(s) and click the **Undo** link or **Undo** button, transactions with the Action Taken of:

- » Matched will be unlinked and moved back to the Pending tab.
- » Added will be deleted and moved back to the Pending tab.

Excluded Transactions

The **Excluded** tab displays imported transaction data that has been excluded from CenterPoint.

Bank Transaction Import

Institution: First Gingham Credit Union Import Period: Last 90 Days

Account: Plaid Checking (0000) - [First National Bank]

Pending (15) Processed (1) Excluded (2)

☐	Date	Description	Category	Amount	Action
☐	06/16/2025	United Airlines	Travel (Flights)	-500.00	Undo
☐	07/16/2025	United Airlines	Travel (Flights)	-500.00	Undo

Undo OK

When you select a transaction(s) and click the **Undo** link or **Undo** button, transactions will be moved back to the Pending tab.

View/Edit Transactions Added to CenterPoint

1. Select **Reporting Tools > Transaction Search**.
2. Select a **Date Range** and/or **Entry Screen** and then click **Search**.
 - » In the example below, the Entry Screen of Payments and the Date Range of 06/01/25 - 07/01/25 were selected. Two transactions are found in search for Uber.

Transaction Search

Filters | Columns | Group/Sort | General

Date Selection: Custom From: 06/01/2025 To: 07/31/2025 Search

Format Definition: Summary Filter Definition: Summary

A	B	C	D	E	F	P
	Transaction Date	Transaction Number	Entry Screen	First Name, Last Name	Total Bank Amount	
1	6/18/2025	4346	Payments	Uber	-5.40	
2	7/1/2025	4347	Payments	Uber	-5.33	

Payments

Company: CenterPoint Farm Current Batch: Quick Transaction

Bank Account: First National Bank Current Balance: \$222,785.48

Pay To The Order Of: Uber Sequence: Payments

Pay To The Order Of Address: Business Address Check Number: 4346

Date: 06/18/2025 Amount: \$5.40

Memo Line 1: BANK IMPORT: Added through Line 2:

Apply To Open Invoices: \$0.00

Account	Invoice / Ref #	Quantity 1	UOM 1	Amount	Notation
Travel & Meeting E		0.000000		\$ 5.40	Detail

Total: \$5.40 Adjust Amount

Save Delete Void Recurring Options Close

- » You can verify that the Pay to the Order Of and account are correct based on the Rules/Actions applied and that the transaction came from Bank Import by reviewing Memo Line 1.