Importing Your Invoice Data into QuickBooks with Email Billing
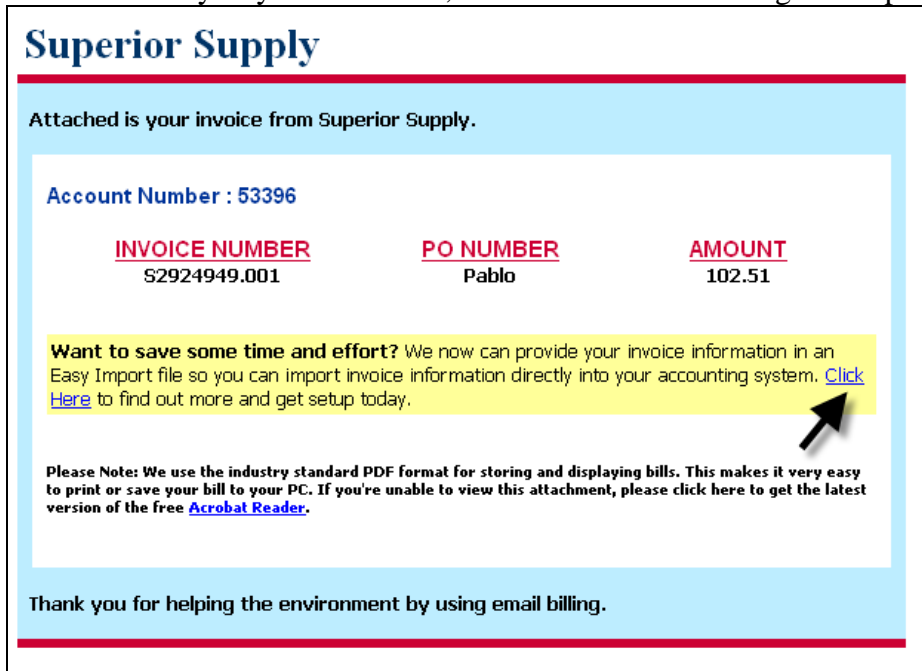
With just a few steps, you can import your invoice data directly into QuickBooks.

Getting Started

If you are using Email billing, you can enroll to receive a file with your invoice data that can be imported directly into QuickBooks.

Within the body of your email bill, click where indicated to get set-up.

On the next screen, select QuickBooks from the menu. You will be asked to fill in the options table (shown below) with key information.
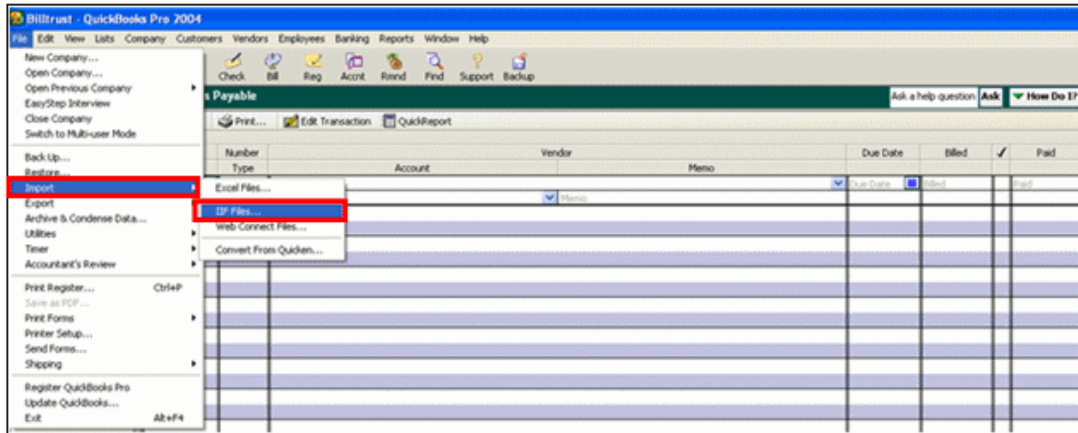

Click the [Save Selection] button.

The next time you receive an email bill it will contain a data file. Save the file to a folder on your desktop.

Importing Your Data

In QuickBooks, select **Import** and then select **IIF Files.** Now select the file you just downloaded:

The data will automatically be uploaded into your Accounts Payable section, as shown below: