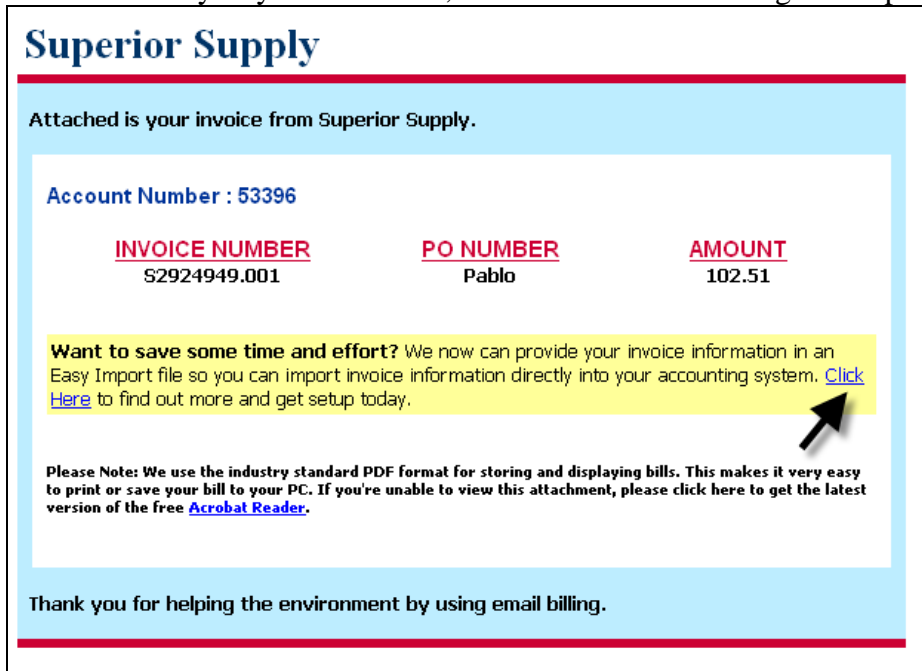

Importing Your Invoice Data into QuickBooks with Email Billing

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.



Superior Supply

Attached is your invoice from Superior Supply.

Account Number : 53396

<u>INVOICE NUMBER</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>
S2924949.001	Pablo	102.51

Want to save some time and effort? We now can provide your invoice information in an Easy Import file so you can import invoice information directly into your accounting system. [Click Here](#) to find out more and get setup today.

Please Note: We use the industry standard PDF format for storing and displaying bills. This makes it very easy to print or save your bill to your PC. If you're unable to view this attachment, please click here to get the latest version of the free [Acrobat Reader](#).

Thank you for helping the environment by using email billing.

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

QuickBooks Options	
Vendor Name ¹	<input type="text" value="Billtrust Supply"/>
Account ²	<input type="text" value="Miscellaneous"/>

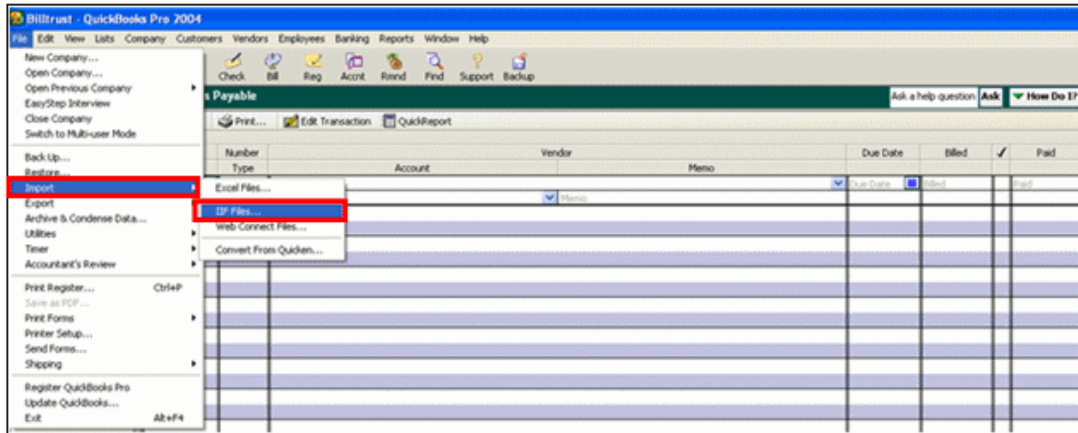
¹The vendor name you've assigned to this vendor in QuickBooks.
²The name of the expense account that you use in QuickBooks for purchases from this vendor.

Click the 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:

