EasyImport™ Quick Reference Guide

EasyImport is an advanced feature of our emailing service that provides you with a data file containing your invoice information. With just a few short steps, you can import this data directly into your accounting system.

One email per day is sent to you that combines all your invoices for that day into a single PDF. Once you turn on EasyImport, you can also download invoice information directly into your accounting system (e.g., QuickBooks).

You will be able to select among a variety of different accounting packages including QuickBooks, Viewpoint, Forefront (from Dexter + Chaney), and a CSV file that is Microsoft Excel compatible. We're always expanding our list of available accounting systems. If you don't see yours, you can put in a request on the sign-up page.

Signing Up

To sign up for EasyImport, perform these steps:

1. Click on the link shown below:
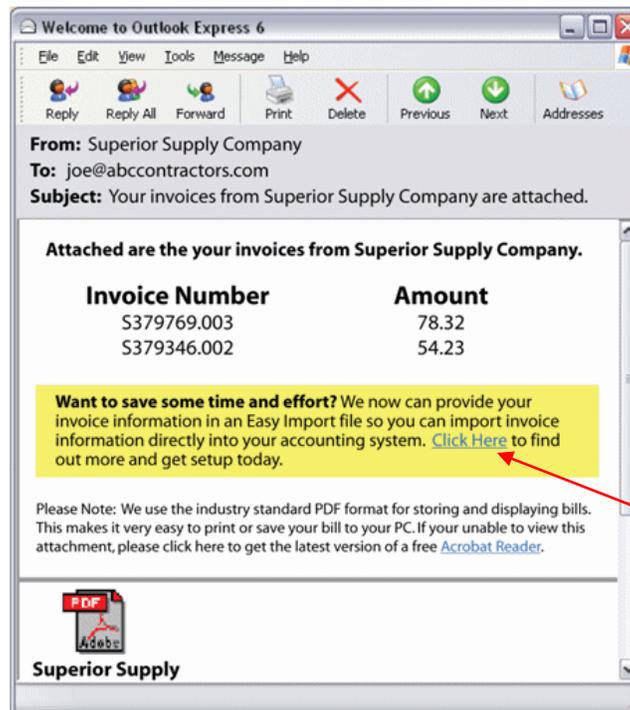

Click to sign up for Email EasyImport

2. On the site that displays, enter your account # and email address.
3. Choose which software package you want to use for your data. To do so, click the desired package on the list. Each is described in the table below.

Option	Description
None **QuickBooks** CSV File CSV Detail File Viewpoint Construction Software Forefront Construction Suite	Choose this option if you want your bills delivered in IIF (Intuit Interchange Format) for EasyImport into your QuickBooks accounting package. On the screen that displays, enter the vendor name you use in QuickBooks assigned to this vendor, along with the name of the account you use for purchases from this vendor. **QuickBooks Options** Vendor Name[1] Billtrust Supply Account[2] Miscellaneous [1]The vendor name you've assigned to this vendor in QuickBooks. [2]The name of the expense account that you use in QuickBooks for purchases from this vendor.
None QuickBooks **CSV File** CSV Detail File Viewpoint Construction Software Forefront Construction Suite	Choose this option to include a CSV (Comma Separated Values) text file for EasyImport into Microsoft Excel (or other CSV compatible packages). Once in Excel, you can easily organize the data for analysis or importing into your accounting system.
None QuickBooks CSV File **CSV Detail File** Viewpoint Construction Software Forefront Construction Suite	Choose this option to include a detailed CSV (Comma Separated Values) text file for EasyImport into Microsoft Excel (or other CSV-compatible packages). This version provides line item invoice detail, versus the version above that contains summary level invoice data.
None QuickBooks CSV File CSV Detail File **Viewpoint Construction Software** Forefront Construction Suite	Choose this option if you want summary and line item invoice detail information that can be imported directly into Viewpoint Construction Software.
None QuickBooks CSV File CSV Detail File Viewpoint Construction Software **Forefront Construction Suite**	Choose this option if you want summary invoice information that can be imported directly into the Forefront Construction Suite. On the screen that displays, enter your desired options. **Forefront Construction Suite Options** Remarks Billtrust Supply Usually the Vendor Name A/P G/L Code 4000 Default account for Accounts Payable G/L Distribution Account 7000 Account for G/L Distribution Phase Code 001 Normal defaults for Forefront Cost Type 2 Normal defaults for Forefront

4. Click the **Save Selection** button. You have now signed up for EasyImport.

Downloading Your Data

Once you are signed up, the next set of invoices sent to you by email will contain a file you can download, as shown below:
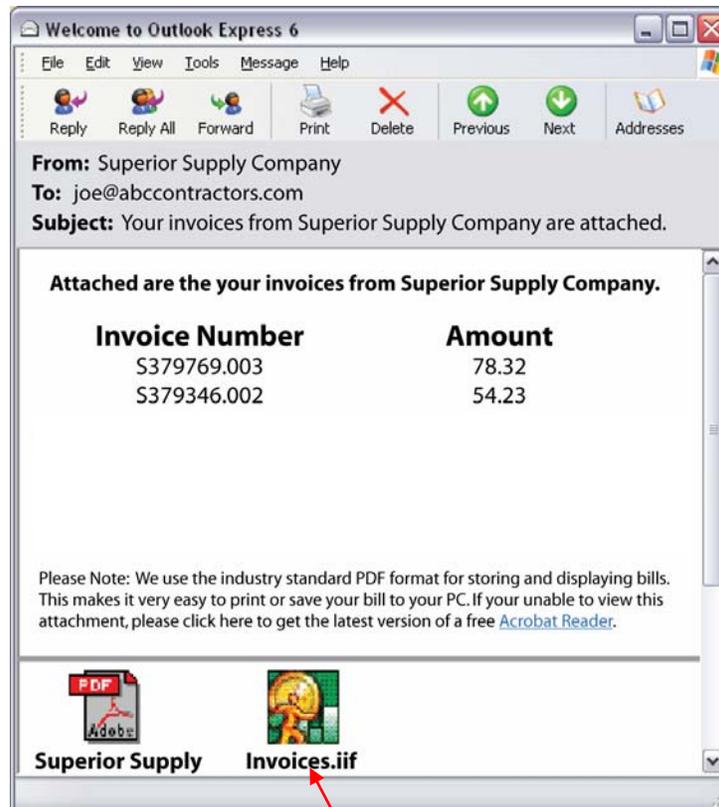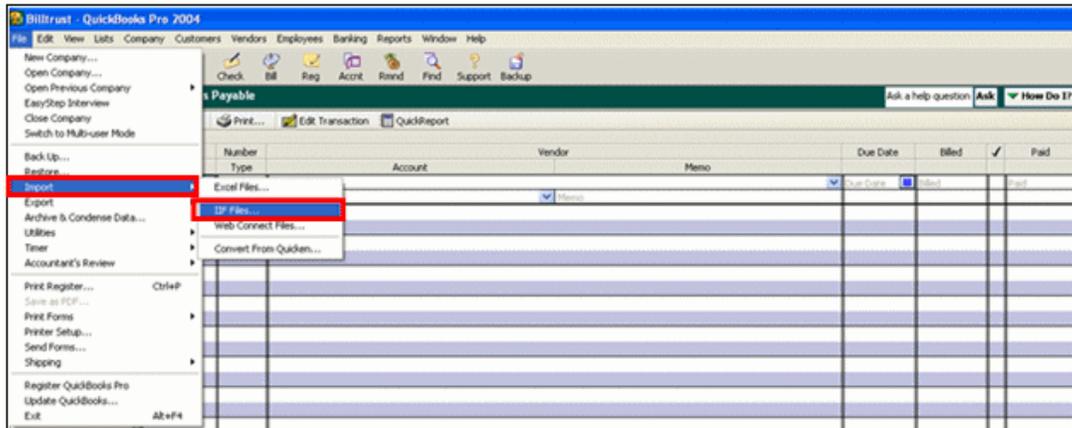

Click to download data

QuickBooks Format

1. Click on the link to download the data. In the example above, the data is in the form of an IIF file and can be downloaded directly into QuickBooks.

2. The following screen displays:

3. Click **Save**. The bill is downloaded to a folder on your PC as an "IIF" file.

4. In QuickBooks, select **Import** and then select the file you just downloaded:

5. The data will automatically be uploaded into your Accounts Payable section, as shown below:
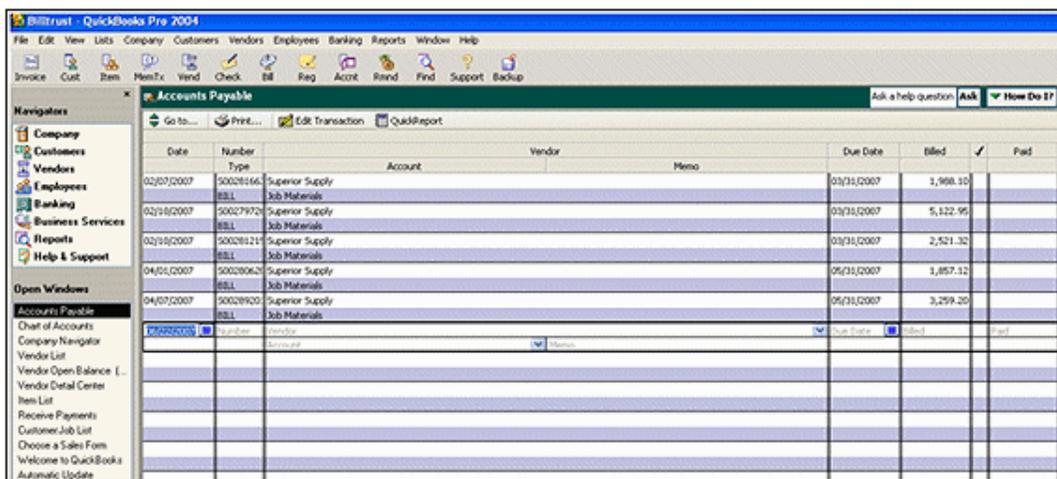
Comma Delimited (CSV)/Excel Format

1. Click the CSV file attached to your email. The following screen displays:

3. Click **Save**. The bill is downloaded to your PC as a CSV file, which you can open in Microsoft Excel. Once in Excel, you can organize the data. If your accounting package allows, you can import data directly from Excel.