

How do I...

Send Invoices to QuickBooks?

Our Billtrust setup sends invoices to customers and includes options for QuickBooks-compatible export and email. This document explains how to use Billtrust to send invoices in QuickBooks format and enable Easy Import for email integration.

Setting up Billtrust-QuickBooks integration

1. Log into Billtrust

Welcome!

Please sign in with your username and password. If you do not have a username, please enter your account number and password. If you do not have a username you will be prompted to create one.

Online Billing delivers your bills to you electronically and allows you to view all bill history for the account

View all your bills online | Your account is always protected | Access anywhere

Sign In To Your Account

Username: BRIAN

Password: [Redacted]

Remember My User Name

Forgot Your User Name? | Forgot Your Password?

Sign In

Need an Account? | Sign Up Now

2. Find your invoices under the 'Open' tab

PDF	Note	Inv Date	Invoice #	PO Number	Ship To #	Due Date	Total Due	Disc Amt	Disc Date	Dnid	Ship Addr
<input type="checkbox"/>		06/15/18	S110775004.002	AA-#####	108629	07/15/18	544.51	0.00		Y	
<input type="checkbox"/>		06/14/18	S110775004.001	AA-#####	108629	07/15/18	544.51	0.00		Y	
<input type="checkbox"/>		06/11/18	S110738163.001	AA-#####	108628	07/15/18	1.28	0.00		Y	

3. Select one or more invoices using the checkbox to the left of each invoice(s) displayed.

4. Select the 'Download' function button

Easy Import enables you to download a data file containing the bills that you have selected in the previous screen that have a PDF icon. The data file can then be imported directly into your accounting system. With the exception of the PDF file format, only invoices within the past 90 days will be able to be downloaded for the different accounting packages. If you don't see your accounting package in the list, [Click Here](#) to suggest a new package.

QuickBooks - Select this option if you would like your bills delivered in Intuit Interchange Format (IIF) format. These files can be easily imported into Intuit's QuickBooks product line. Data fields included are: Invoice Number, Invoice Total, Invoice Date, Due Date, Purchase Order Number, and Notes. In addition, the file will contain the Vendor Name and Account that you use for purchases from our company.

Select File Format: QuickBooks

Vendor Name: Standard Electric

Account: c

The name of the expense account that you use in QuickBooks for purchases from this vendor.

Cancel | Download

5. Chose the QuickBooks option under the 'Select File Format' drop down.

6. Then enter the 'Vendor Name' as Reece, Morsco, Murray...etc. and enter an account name.

7. Select the 'Download' function button.

Users can set where the files should be downloaded in the 'Settings' option prior to downloading the files.

8. You can then import the files into QuickBooks application via the import function.