

Export your vendor list from QuickBooks Desktop

Export your vendor list and 1099 summary from QuickBooks Desktop to bring your vendors into Invicepay.

These steps export your vendor information and an expense summary from QuickBooks Desktop so you can bring your vendors into Invicepay.

Export vendor information

1. From the Home screen, select Reports.
2. Choose Vendors and Payables, then Vendor Contact List.
3. Click Modify/Customize Report.
4. Check the appropriate fields for your QuickBooks version: QuickBooks versions prior to 2012:

- Vendor
- Phone
- Alt Phone
- Street 1
- Street 2
- City
- State
- Zip

QuickBooks 2012 or later:

- Vendor
- Phone
- Alt Phone
- Bill from Street 1
- Bill from Street 2

- Bill from City
- Bill from State
- Bill from Zip

5. Click the Excel button and select Create New Worksheet.
6. Save the file to your desktop using the naming convention [Your Company Name] Vendor List.

Create the expense report

1. From the Home screen, click Reports.
2. Select Vendors & Payables, then scroll to 1099 Summary.
3. In the 1099 Summary screen, under Dates, choose Custom and Date Range, then enter the previous year's date range (for example, April 12, 2011 to April 11, 2012 for a reference date of April 11, 2012).

Bring these vendors into Invicepay

Send your export to sales@Invicepay or your account executive and the team will import it for you.