

Export your vendor list from CDK

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Build and export a vendor list with contact information from CDK to bring your vendors into Invoicepay.

These steps build a vendor list with contact information in CDK's Report Generator so you can bring your vendors into Invoicepay.

Create a vendor list with contact information

From the CDK Quick Launch menu, type the function RPG to enter the Report Generator.

1. Select Add New Report, then press Enter.
2. Select Print a Report (List), then press Enter.
3. Select the appropriate Company to use, then press Enter.
4. Select Name File, then press Enter. This opens a screen headed ENGLISH PROCESSOR.
5. Select option 2 to enter Selection Criteria, then press Enter.
6. From the criteria list, highlight Name Code/Control Type (1), enter an equal sign (=), and type 2. You'll see WITH N-CD EQ "2" under the Selection Criteria heading.
7. Select option 4 to enter Output Fields, then press Enter.
8. From the criteria list, highlight each of the following fields and select it by pressing the . key:

- Address
- Address2
- City
- State
- Zip/Postal Code
- Name1 Company Name
- Name2 Company Name
- Telephone-Main

- Telephone-Work
- YTD AP Payments
- E-mail

9. Press E to return to the main ENGLISH PROCESSOR screen, then S to save the report. Enter a report name such as ZEVEZVENDORLIST and press Enter. Press E to exit the ENGLISH PROCESSOR.
10. From the toolbar on the far right of ADP Drive, select the Report and Analyze tab, then click the Enhanced Report Generator link under the General heading.
11. Select the ZEVEZVENDORLIST report from General Ledger Reports to display the results.
12. Click Export from the menu bar at the top.
13. Save as [Your Company Name] Vendor List on the desktop.

Bring these vendors into Invicepay

Once you've exported your vendor list, bulk import it on the Vendors tab — upload your file and map its columns to Invicepay's vendor fields. Send your export to sales@Invicepay or your account executive and the team will import it for you.