

Export your vendor list from Sage Intacct

Export your supplier list and payment history from Sage Intacct to bring your vendors into Invoicepay.

These steps export your supplier details and payment history from Sage Intacct so you can bring your vendors into Invoicepay.

Supplier report with detailed information

1. Log in to your Sage Intacct account.
2. Open the **Reports** section or the **Purchasing** module, depending on how your Intacct is set up.
3. If no pre-built report includes all the details you need (address, phone number, email, contact, EIN, Vendor ID), create a custom report:
 - Create a new report or modify an existing template.
 - Add fields for the supplier's address, phone number, email, contact, EIN, and Vendor ID.
 - Make sure all required fields are included in your report criteria or columns.
4. Run the report, then export it in your preferred format (such as Excel or PDF).

Payments to suppliers in the last 12 months

1. Find the payments or accounts payable section, usually under a **Purchasing** or **Finance** module.
2. Use the search or report feature to filter payments to suppliers within the last 12 months. Use a pre-built report or create a custom one:
 - Set the date range to the last 12 months.

- Include payment amount, payment date, supplier name, and any other details you need.
3. If creating a custom report, aggregate or sort the payments by supplier for a clearer overview.
 4. Run the report, then export the data to Excel, PDF, or your preferred format.

Tips

- Check Sage Intacct Help or Support for guidance specific to your version.
- Keep supplier and payment data up to date for accurate reporting.

Bring these vendors into Invoiceway

You have two in-app options:

- Sync automatically. Invoiceway integrates with Sage Intacct — connecting the integration syncs your vendors with no manual export needed.
- Bulk import your export. Upload the file you exported on the Vendors tab and map its columns to Invoiceway's vendor fields.

Prefer not to do it yourself? Send your export to sales@Invoiceway or your account executive and the team will import it for you.