Export your vendor list from DealerTrack

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Export a vendor list with payment amounts from DealerTrack to bring your vendors into Invicepay.

These steps export a vendor list with payment amounts from DealerTrack so you can bring your vendors into Invicepay.

Export the vendor list

1. If you don’t have a report set up, create one by clicking Add. Choose a description and a year, then click OK.
2. To get payment amounts, go to another report: choose General Ledger, then Audit Reporting, then Vendor Reporting, then Vendor Analysis. If you already have a report set up, you can choose that instead.
3. From the home screen, choose General Ledger, then click Vendors. On the vendor screen, click Print to bring up a list of options.
4. Choose the options you want, then click the down arrow next to Output Type.
5. On the next screen, enter your email address.
6. Click Send. The list is sent to the email address you entered.

Bring these vendors into Invicepay

Once you receive the exported list, bulk import it on the Vendors tab — upload your file and map its columns to Invicepay’s vendor fields. Then forward the file to support@Invicepay or your account executive and the team will import it for you.