Exporting Payments from Bill.com to Peachtree/Sage 50

Use the Export function to export a complete list of payments from within Bill.com:

1. Click ⚙, and then click Overview.
2. Under Import / Export, click Import / Export.
3. Click Export next to Payments. Your .CSV record export will begin processing immediately. Depending on the number of records, it may take several minutes to process your report, so you can continue working, and return to the Export History page later to check its progress.

Format your export file:

1. Filter your Bill.com Payments export for the payments you want to bring in to Peachtree/Sage 50.
2. In your Bill.com export file, remove any column that is not listed below, and add any additional columns needed:
   - Process Date
   - Payment Amount
   - Vendor Id
   - Payment Method (Providing the value "Check" for each row in this column will suffice, but you can get more specific based on your Payment Methods in Peachtree/Sage 50.)
   - Invoice #
   - Payment Payment Amount
   - Payment Account Number
   - Total Line Items

	A	B	C	D	E	F	G	H
1	Process Date	Payment Amount	Vendor Id	Payment Method	# Invoice #	Payment Payment Amount	Payment Account Number	Total Line Items
2	1/29/2014	0.5	BDC0001	Other	cash 3.0	0.5	123	1
3	3/27/2014	1	BDC0001	ACH	process	1	123	1
4	8/31/2012	1	BDC0001	Check	1	1	123	1
5	3/18/2013	0.5	BDC0001	Other	cash 2.0	0.5	123	1

3. Once you've finished, remove the first row in your Import file (the row that contains the headers) and save the file.

Create an Import Template in Peachtree / Sage 50 (One Time Setup):

1. In Peachtree / Sage 50, navigate to File > Select Import/Export.
2. Click Accounts Payable.
3. Click Payments Journal.
4. Click Import.
5. In the Fields tab of the Import window, select "Show" for only the following fields (deselect "Show" for all other fields) and reorder your fields as follows, also selecting any additional fields that you added to the Payment export file, then Save the import template:

   o Date

   o Total Paid on Invoice(s)

   o Vendor ID

   o Payment Method

   o Invoice Paid

   o Amount

   o Cash Account

   o Number of Distributions
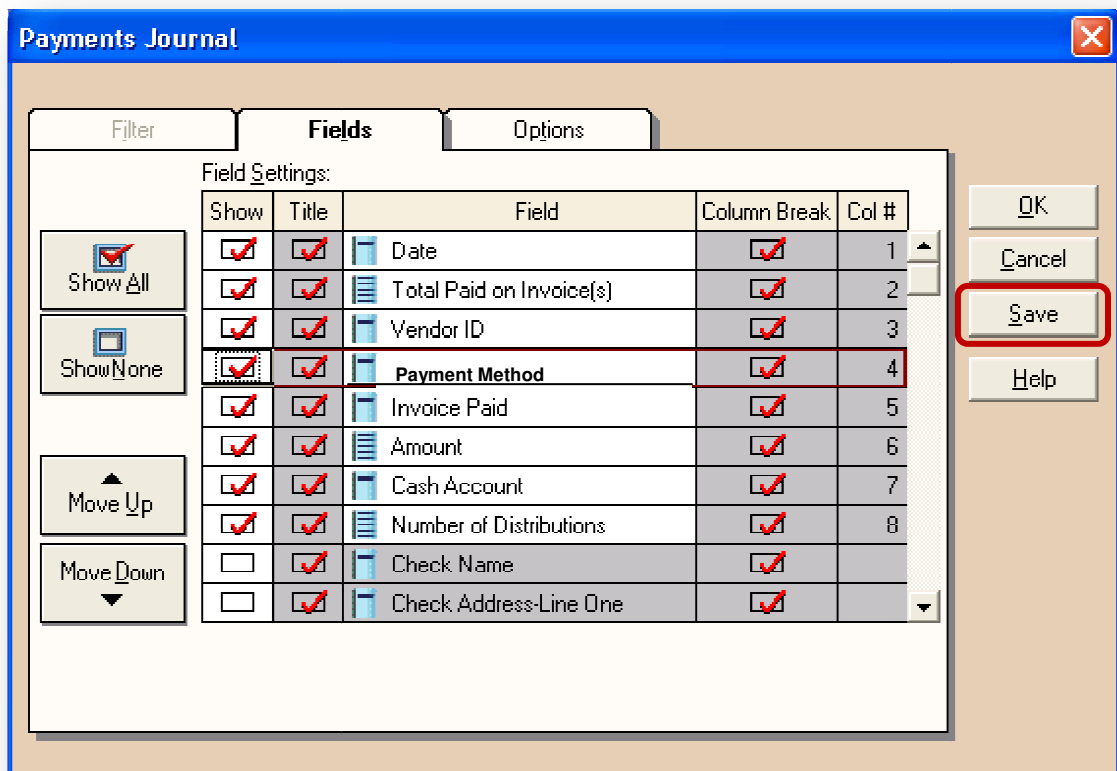
Import your file into Peachtree / Sage 50:

1. In Peachtree / Sage 50, navigate to File > Select Import/Export.
2. Click Accounts Payable.
3. Click the Payments Journal Import Template you saved.
4. Click Import.
5. In the Options tab, select the Payments Export File.
6. Under Import Options, make sure that "First Row Contains Headings" is deselected.
7. Click OK to begin the import process.