Exporting Bills from Bill.com to Peachtree/Sage 50

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

1. Click , and then click Overview.
2. Under Import / Export, click Import / Export.
3. Click Export next to Bills. 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:

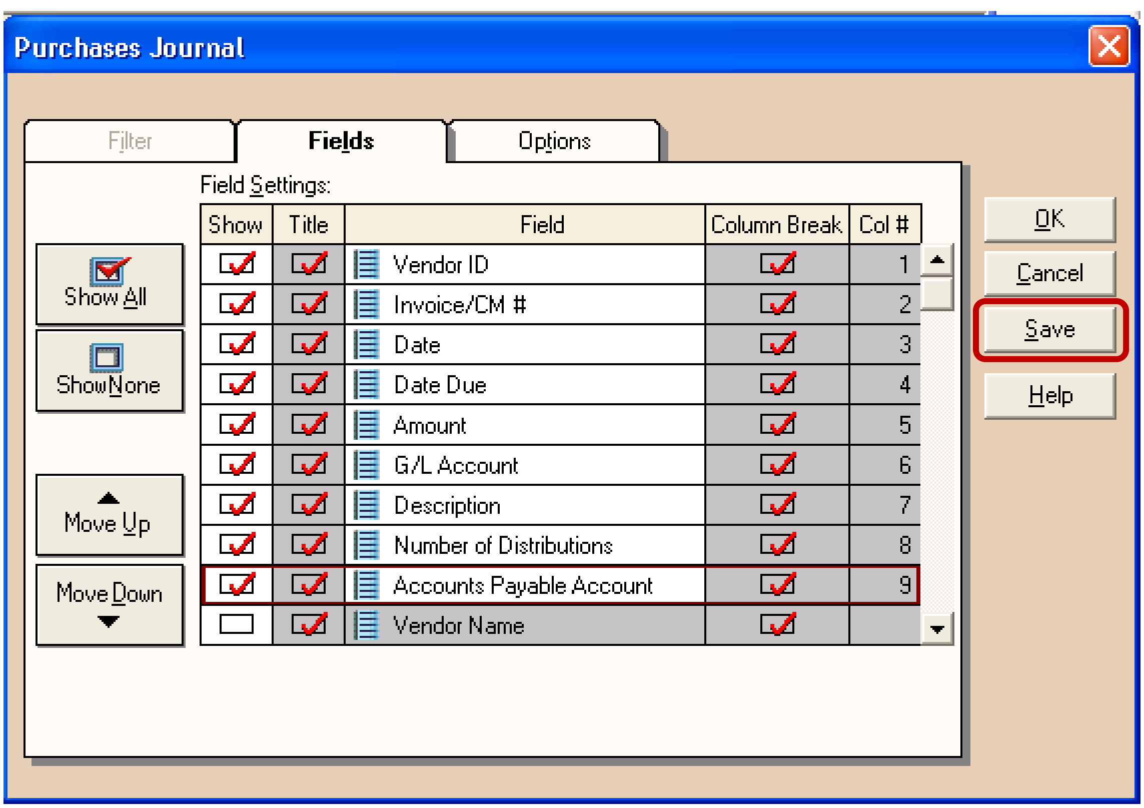
1. Filter your Bill.com Bills export for the bills you want to bring in to Peachtree/Sage 50.
2. In your Bill.com export file, remove any column that is not listed below, and add any additional columns needed (for example, Job ID):
   - Vendor Id
   - Invoice #
   - Invoice Date
   - Due Date
   - Bill Line Item Amount
   - Bill Line Item Account Number
   - Bill Line Item Description
   - Total Line Items
   - After Total Line Items, insert a new column. For each field in this new column, enter the Account Number of your AP account. If you're using more than one AP account, enter the correct AP account number for each row.

	A	B	C	D	E	F	G	H	I
1	Vendor Id	Invoice #	Invoice Date	Due Date	Bill Line Item Amount	Bill Line Item Account Number	Bill Line Item Description	Total Line	AP
2	BDC0001	#1234567893	3/14/2013	3/14/2013	10	6100	Telephone Purchase	1	2000
3	BDC0001	4	3/14/2013	3/29/2013	85	6102		1	2000
4	BDC0001	1/5/2012	1/5/2012	3/1/2012	175.16	6300		3	2000
5	BDC0001	1/5/2012	1/5/2012	3/1/2012	177.65	6306		3	2000
6	BDC0001	1/5/2012	1/5/2012	3/1/2012	652.79	6301		3	2000

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 Purchases 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 Bill.com export file, then Save the import template:
    - Vendor ID
    - Invoice/CM #
    - Date
    - Date Due
    - Amount
    - G/L Account
    - Description
    - Number of Distributions
    - Accounts Payable Account



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 Purchase Journal import template you saved.
4. Click Import.
5. In the Options tab, select the Bills Export File.
6. Under Import Options, make sure that “First Row Contains Headings” is deselected.
7. Click OK to begin the import process.