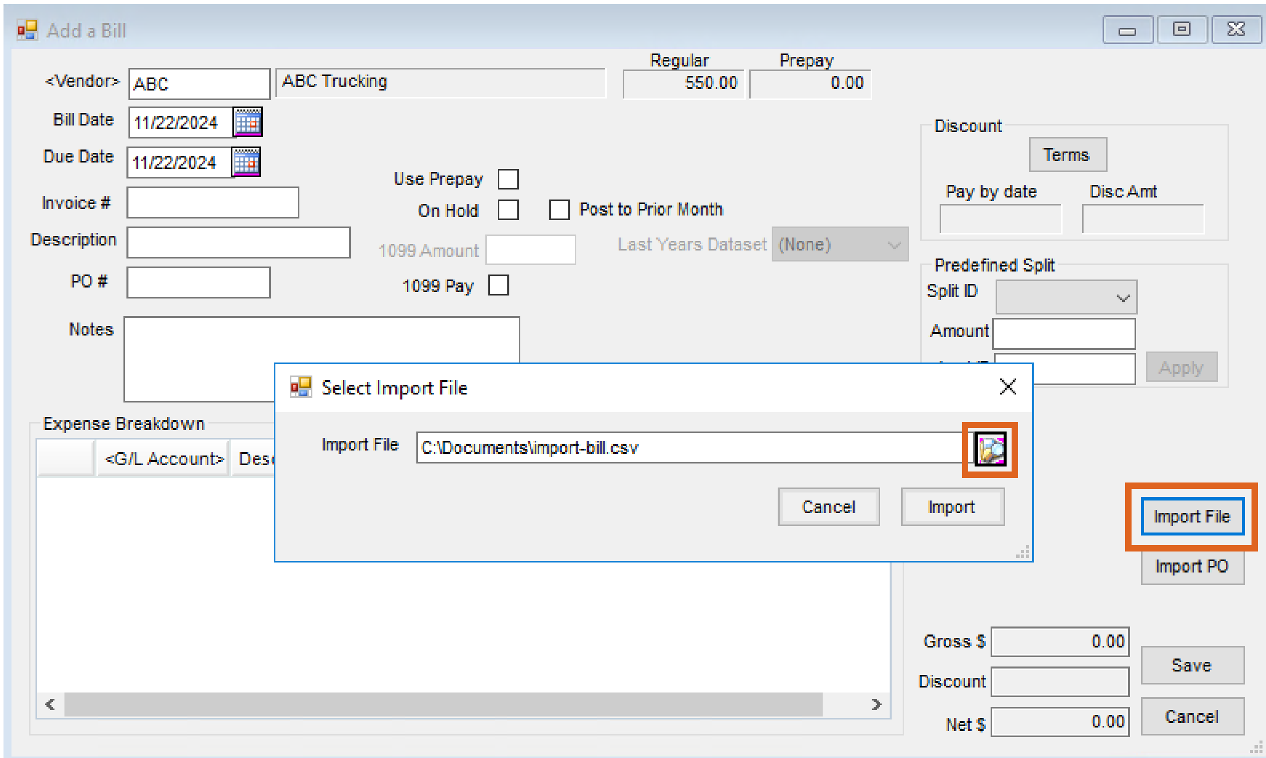
AP Bill Import

Last Modified on 07/21/2026 10:55 am CDT

Navigate to *Accounting / A/P / Add/Edit Bills*. On the *Select an A/P Bill* window choose **Add**. Indicate the Vendor and choose **Select**. On the *Add a Bill* window, select **Import File**.

On the *Select Import File* window select the **Browse** button and indicate the CSV file, inventory software, or another source to import. Select **Import**.



Import one file at a time and the AP Bill will display on the screen for review. Select **Save**. Files are archived after importing to prevent unintentional duplicate imports.

Enable Import

The AP Bill import file must have 18 columns of information. If there is no data in that column, it still needs surrounded by quotation marks.

A CSV file from Enable imports according to the following data mapping:

Field	Description	Agvance
Inum	Vendor invoice number	AP Bill Invoice Number
VendNum	Vendor interface ID	Agvance Vendor ID
Idate	Invoice Date	AP Bill Invoice Date
Amount	GL Account Amount	$ amount for AP Bill line item

Quantity	GL Account Quantity	Quantity for AP Bill line item
Ref	N/A	
CKNum	N/A	
CKDate	N/A	
GLAcct	GL Account	GL Account for AP Bill line item
AcctName	N/A	
GLPost	N/A	
Age	N/A	
Pstat	N/A	
Discounted	N/A	
Rstat	N/A	
I1099	N/A	
Rent	N/A	
Terms	Receipt Terms Code	AP Payment Terms ID in Agvance

Note: Not all AP Bills will have a terms code. If an AP Bill is to multiple GL accounts it displays as line items in the file with the same Inum/VendNum/Idate. A warning displays if a GL Account, Vendor ID, or Terms code in the file does not exist in Agvance.

Tips & Tricks for Ensuring the File is in the Correct Format:

When opening the CSV file in Notepad, use the *Edit / Replace* feature to replace consecutive commas with quotation marks and commas.

- Find: ,
- Replace with: ","

Another option is to add quotation marks around fields within Excel cells. Fill out the information without using quotation marks then use the below formula to manipulate what is in the source cell.

=CHAR(34) & A1 & CHAR(34)

This will put quotation marks around what is in cell A1, etc.