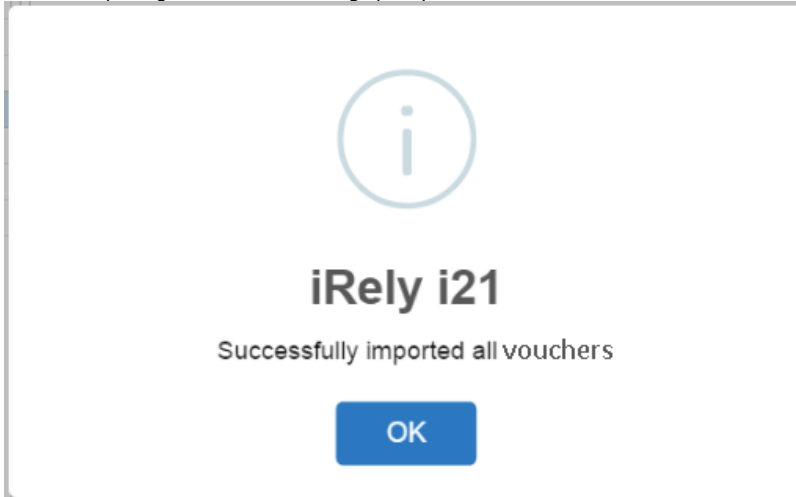


# How To Import Vouchers

1. After **Terms** and **Vendors** were imported, click on **Import Vouchers** button.

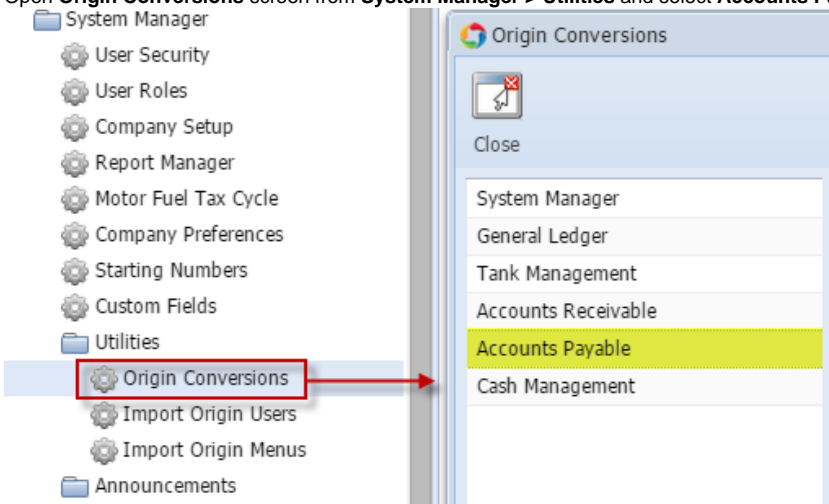


2. After the importing is finished, a message prompts. Click **OK** to close.

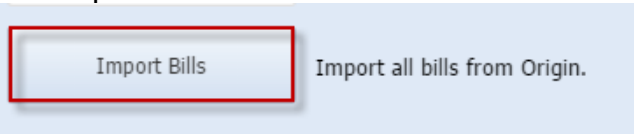


3. All imported voucher records can now be opened via **Purchasing > Vouchers**.

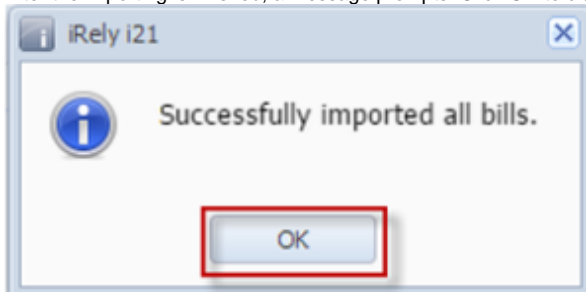
1. Open **Origin Conversions** screen from **System Manager > Utilities** and select **Accounts Payable** module.



2. Click on **Import Bills** button.



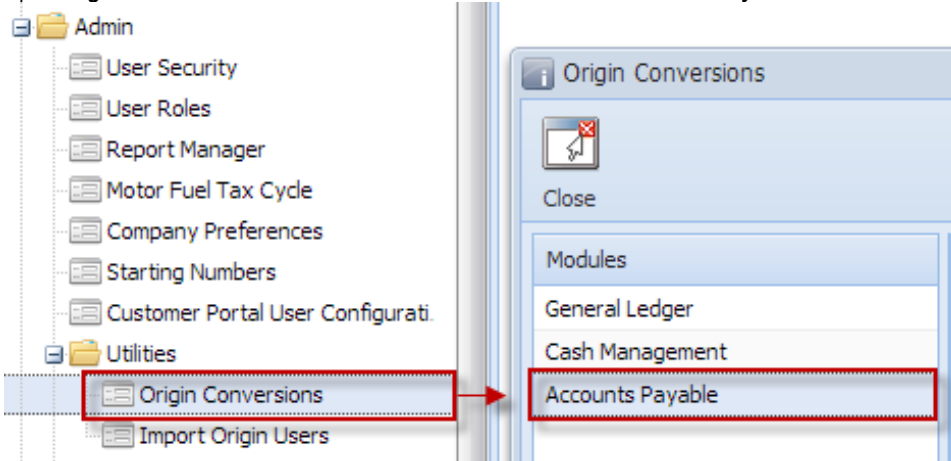
3. After the importing is finished, a message prompts. Click **OK** to close.



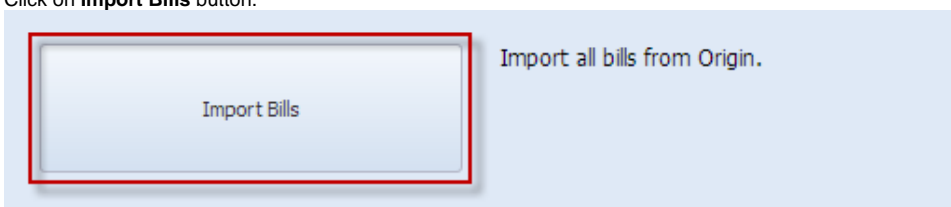
4. All imported bill records can now be opened via **Purchasing > Bill Entry**.

Here's how to build account structure from Origin setup:

1. Open **Origin Conversions** screen from **Admin > Utilities** and select **Accounts Payable** module.



2. Click on **Import Bills** button.



3. After the importing is finished, a message prompts. Click **OK** to close.
4. All imported bill records can now be opened via **Accounts Payable Activities > Bill Entry**.