

## Export payables into QuickBooks

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## General information

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On the “Tools” menu, (*see figure 1.1*) select “Export payables”



1.1 Tools menu

The window shown in figure 1.2 will open.

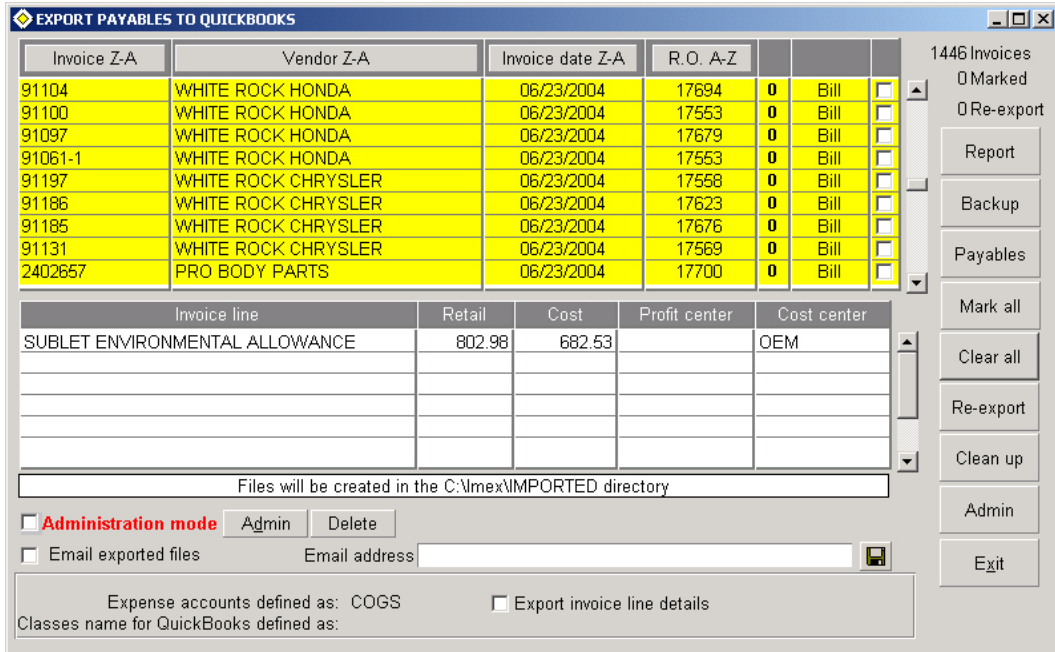


figure 1.2, "Export Payables to QuickBooks" screen

Invoices ready to be exported are shown in 2 tables. Table shown in figure 1.3 displays all invoice header data and is referred to as the "Master" table.

Invoice Z-A	Vendor Z-A	Invoice date Z-A	R.O. A-Z			
91104	WHITE ROCK HONDA	06/23/2004	17694	0	Bill	<input type="checkbox"/>
91100	WHITE ROCK HONDA	06/23/2004	17553	0	Bill	<input type="checkbox"/>
91097	WHITE ROCK HONDA	06/23/2004	17679	0	Bill	<input type="checkbox"/>
91061-1	WHITE ROCK HONDA	06/23/2004	17553	0	Bill	<input type="checkbox"/>
91197	WHITE ROCK CHRYSLER	06/23/2004	17558	0	Bill	<input type="checkbox"/>
91186	WHITE ROCK CHRYSLER	06/23/2004	17623	0	Bill	<input type="checkbox"/>
91185	WHITE ROCK CHRYSLER	06/23/2004	17676	0	Bill	<input type="checkbox"/>
91131	WHITE ROCK CHRYSLER	06/23/2004	17569	0	Bill	<input type="checkbox"/>
2402657	PRO BODY PARTS	06/23/2004	17700	0	Bill	<input type="checkbox"/>

Figure 1.3, Invoice header data "Master" table

The following information is shown:

- Invoice number
- Vendor name
- Invoice date
- Related repair order number

- Number of times an invoice has been exported into accounting during previous sessions
- Type of invoice (bill or credit)
- Checkbox (record is marked for export if checked)

Second table (shown in figure 1.4) shows invoice line details related to selected invoice header data in the “Master” table. This table is referred to as “Detail” or “Child” table.

Invoice Z-A	Vendor Z-A	Invoice date Z-A	R.O. A-Z			
58569	ACURA OF LANGLEY	06/23/2004	17342	0	Bill	<input type="checkbox"/>
58292	ABBOTSFORD AUTOWRECKING LTD	06/23/2004	17594	0	Bill	<input type="checkbox"/>
580301	A.A.A. LOCK AND KEY	06/23/2004	17652	0	Bill	<input type="checkbox"/>
91082	WHITE ROCK HONDA	06/22/2004	17408	0	Bill	<input type="checkbox"/>
91081	WHITE ROCK HONDA	06/22/2004	17679	0	Bill	<input type="checkbox"/>
91165	WHITE ROCK CHRYSLER	06/22/2004	17569	0	Bill	<input type="checkbox"/>
91164	WHITE ROCK CHRYSLER	06/22/2004	17623	0	Bill	<input type="checkbox"/>
91154	WHITE ROCK CHRYSLER	06/22/2004	15908	0	Bill	<input type="checkbox"/>
91153	WHITE ROCK CHRYSLER	06/22/2004	17676	0	Bill	<input checked="" type="checkbox"/>

Invoice line	Retail	Cost	Profit center	Cost center
55360366AE COVER, TAILGATE HINGE RT	1,118.35	894.68		OEM

Figure 1.4, “Detail” table shows linked invoice line details.

The following information is shown on the “Detail” table:

- Part number and part description
- Retail selling price
- Actual item cost
- Profit center used for this line
- Cost center used for this line

Data shown in the “Master” table can be sorted by:

- Invoice number
- Vendor name
- Invoice date
- Repair order number

To sort data by any of the above mentioned orders, click the button located on the top of the “Master” table, (see figure 1.5). Click any of the buttons once to sort data in ascending order, click it again to sort data in descending order.

Invoice Z-A	Vendor Z-A	Invoice date Z-A	R.O. A-Z
58569	ACURA OF LANGLEY	06/23/2004	17342

figure 1.5

Total number of invoices ready to be exported, number of invoices marked for export and number of invoices being re-exported is shown in right upper corner of the screen, (see figure 1.6)

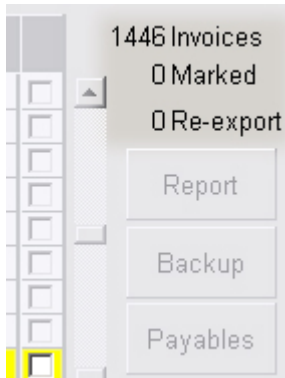


figure 1.6

Assuming you are ready to perform the export task right now, you must make note about the path to the files that will be created by the system.

Figure 1.7 shows the path to created export files.

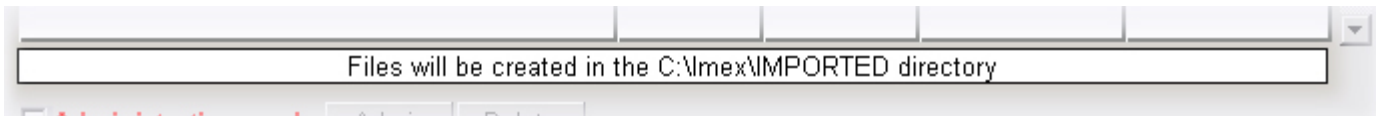


Figure 1.7 Path to created export files

***If you are not familiar with the “Browse” function of the Windows operating system, or how to locate files on your hard drive, please read the help menu that came with your computer. Help menu for Windows can be found on the “Start” menu. On some secured systems, the help menu is not available – please consult your system administrator.***

## Exporting files

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***Important! All steps described below must be followed exactly as described. Only advanced users can customize or create their own procedures. Missing any of the steps, or performing them in order other than shown here might result in data loss.***

Click the “Backup” button (*figure 2.0*). All existing files created previously will be moved from the location they were created in to a backup location.



*Figure 2.0*

Click the “Mark all” button to mark all record for export (see figure 2.1). If desired, records can be marked or unmarked individually by clicking the check box located in the “Master” table (figure 2.2)



Figure 2.1



Figure 2.2

All records marked for export will be denoted by a check mark, (figure 2.3)

560301	A.A.A. LOCK AND KEY	06/22/2004	17652	0	Bill	<input checked="" type="checkbox"/>
91082	WHITE ROCK HONDA	06/22/2004	17408	0	Bill	<input checked="" type="checkbox"/>
91081	WHITE ROCK HONDA	06/22/2004	17679	0	Bill	<input checked="" type="checkbox"/>
91185	WHITE ROCK CHRYSLER	06/22/2004	17569	0	Bill	<input checked="" type="checkbox"/>
91164	WHITE ROCK CHRYSLER	06/22/2004	17623	0	Bill	<input checked="" type="checkbox"/>
91154	WHITE ROCK CHRYSLER	06/22/2004	15908	0	Bill	<input checked="" type="checkbox"/>
91153	WHITE ROCK CHRYSLER	06/22/2004	17676	0	Bill	<input checked="" type="checkbox"/>
91152	WHITE ROCK CHRYSLER	06/22/2004	17675	0	Bill	<input checked="" type="checkbox"/>
2402119	PRO BODY PARTS	06/22/2004	17684	0	Bill	<input checked="" type="checkbox"/>

Figure 2.3 all records marked for export

Should you want to create and print a report showing all items being exported, click the “Report” button. We recommend that all new users print this report. To complete the export function, click the “Payables” button (see figure 2.4)



Figure 2.4

Message displaying current export status will be shown for your reference. This message will not be visible after the export is completed, (see figure 2.5)

WHITE ROCK CHRYSLER	06/22/2004	17623	0
WHITE ROCK CHRYSLER	06/22/2004	15908	0
WHITE ROCK CHRYSLER	06/22/2004	17676	0
<b>Processing invoice 2392486</b>			
RO BODY PARTS	06/22/2004	17684	0

Figure 2.5

*Important! The following steps must be taken immediately after the export function is completed or your data will not be properly imported into QuickBooks. Also note that depending on the QuickBooks version you are using, the screenshots shown here may differ from your actual screen.*

## Importing files into QuickBooks

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1. Open QuickBooks, select the proper company file, and log on as Administrator.
2. If QuickBooks is used in a multi-user environment, select “File” then “Switch to single user mode”, (figure 3.0)

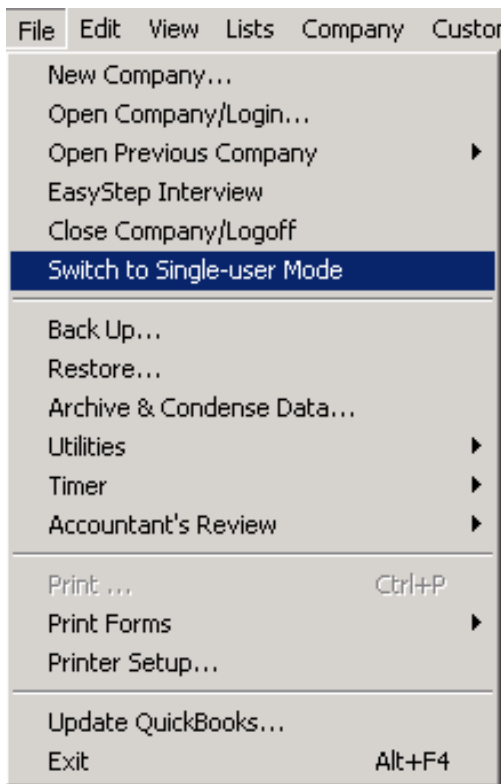


Figure 3.0

3. Select “File”, then “Backup” (figure 3.1). See QuickBooks help for more information about backing up.

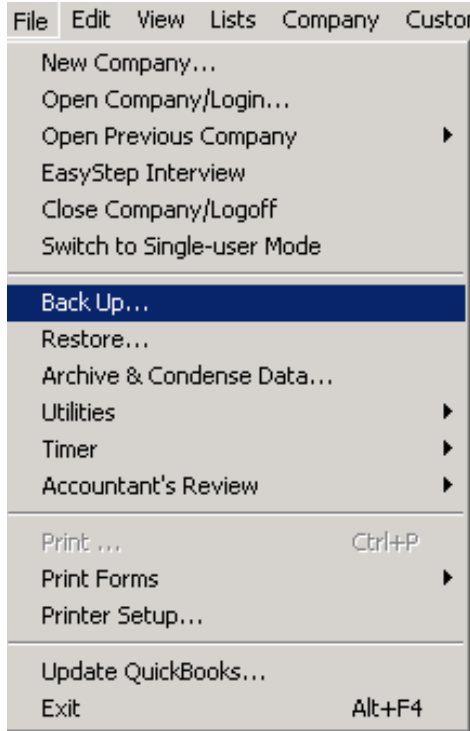


Figure 3.1

***Always backup your data file before performing import functions, creating journal entries or other substantial tasks.***

4. After completing backup, select the “File” menu again, then “Utilities”, “Import” followed by “Import IIF files” (figure 3.2)

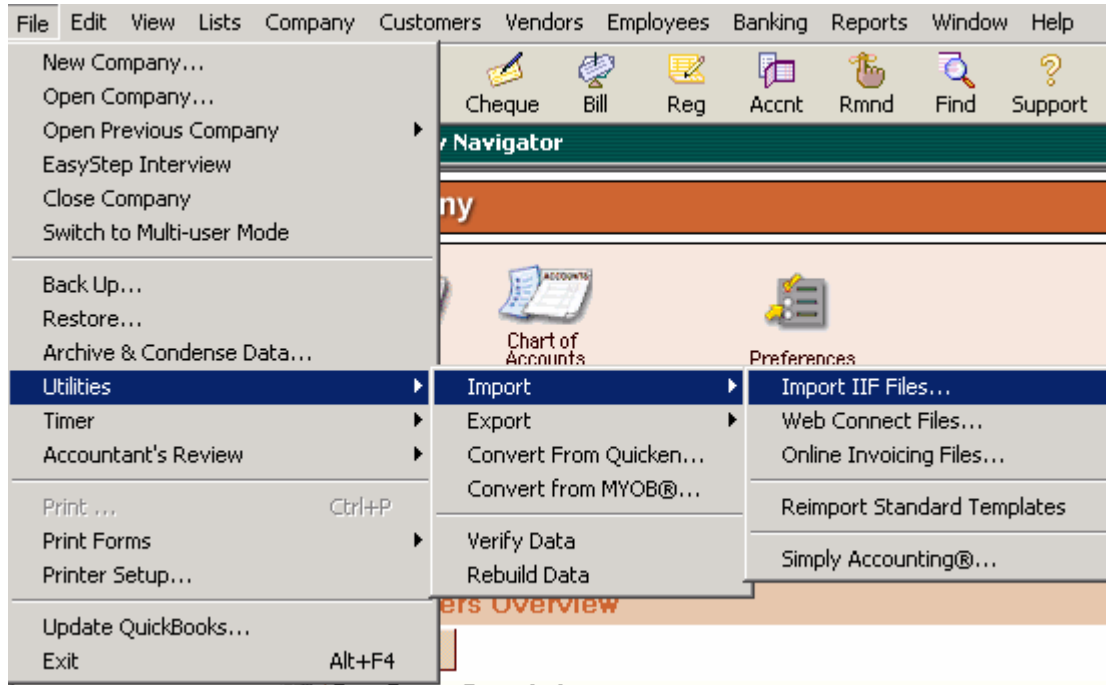


Figure 3.2

5. The browser window will open. You will have to point QuickBooks to the location of the exported files. (Figure 3.3)

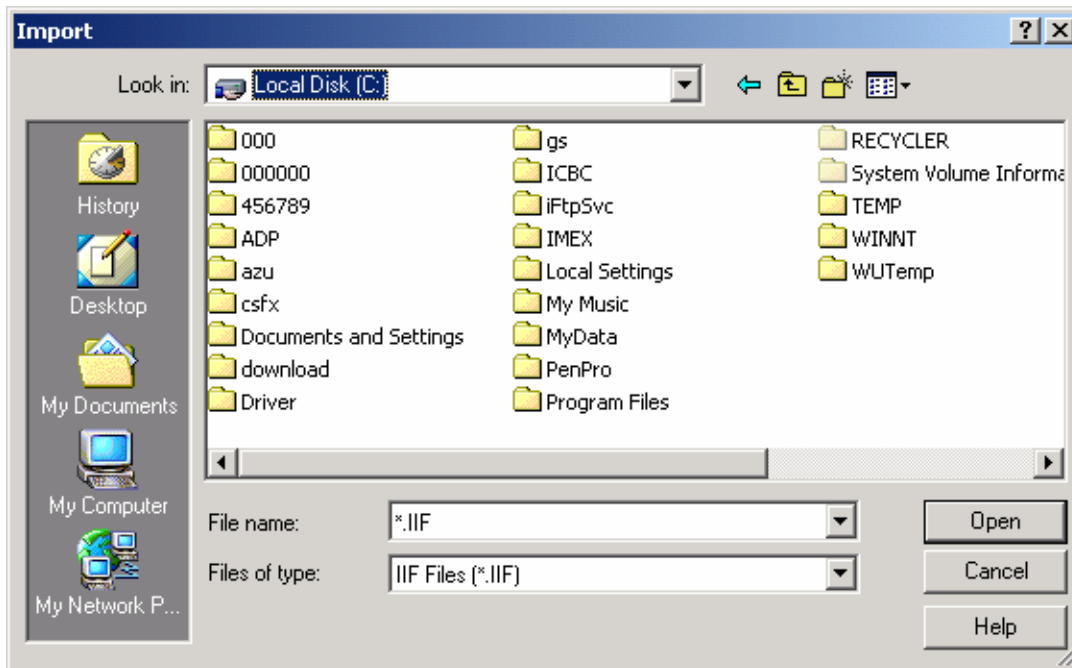


Figure 3.3

6. The export files created by ImEX will be visible, as shown in figure 3.4

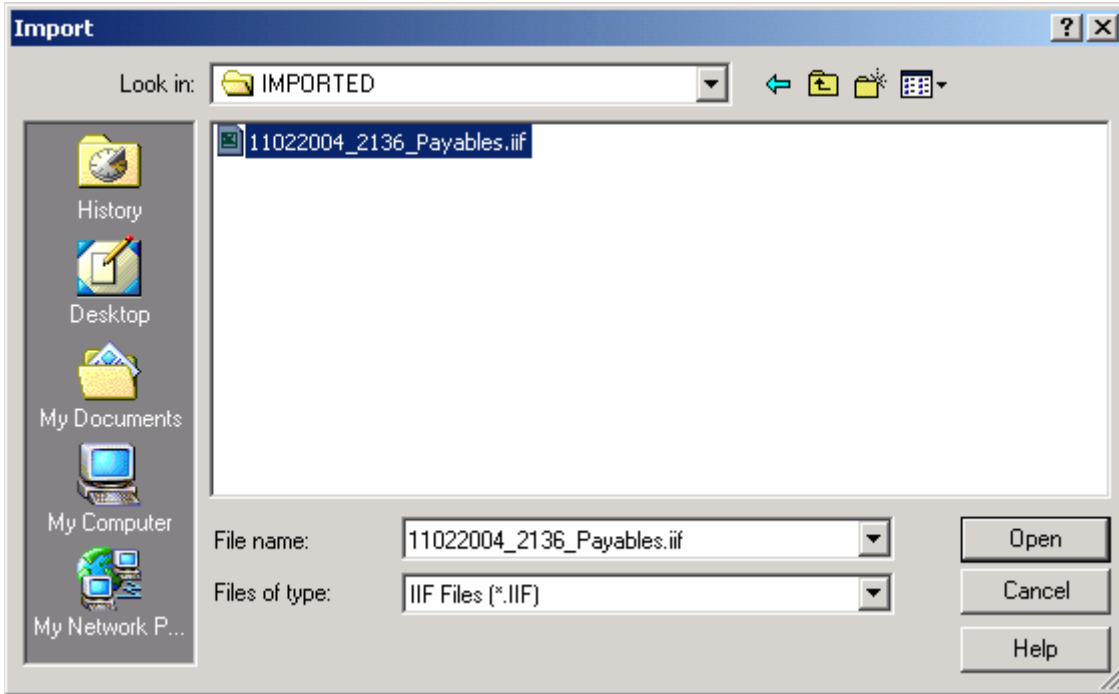


Figure 3.4

Note that the file name is composed of the date and time the file was created, followed by description of content. In this case, the file was created on November 2 2004 at 9:36 PM and contains payables. (11022004 = November 2 2004, 2136 in military time = 9:36 PM). (Figure 3.5)

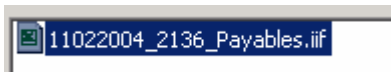


Figure 3.5

7. Select the file by clicking with your mouse, and then click the “Open” button. (Figure 3.6)



Figure 3.6

Make sure you note any messages displayed by QuickBooks, as they can be used for troubleshooting purposes later. You will see an “Import completed” message once the import has been completed.