



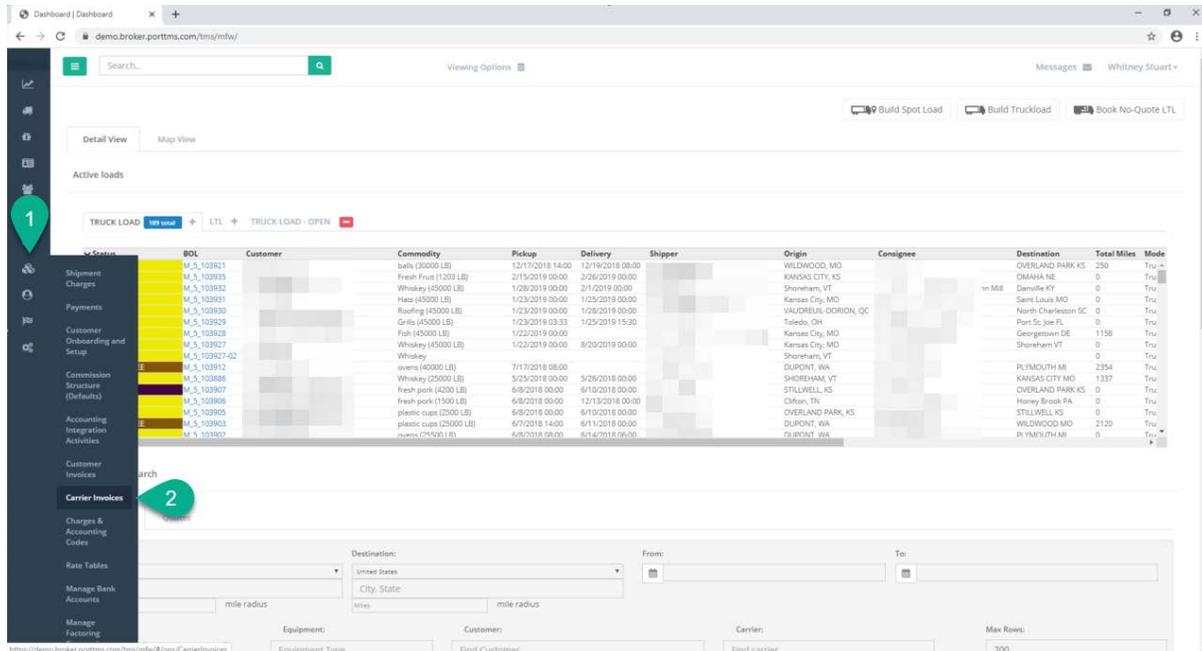
## Exporting Carrier Invoices from PORT TMS and Importing into QuickBooks

In this document, we will review how to export Carrier invoices from PORT TMS and import those invoices into the QuickBooks interface.

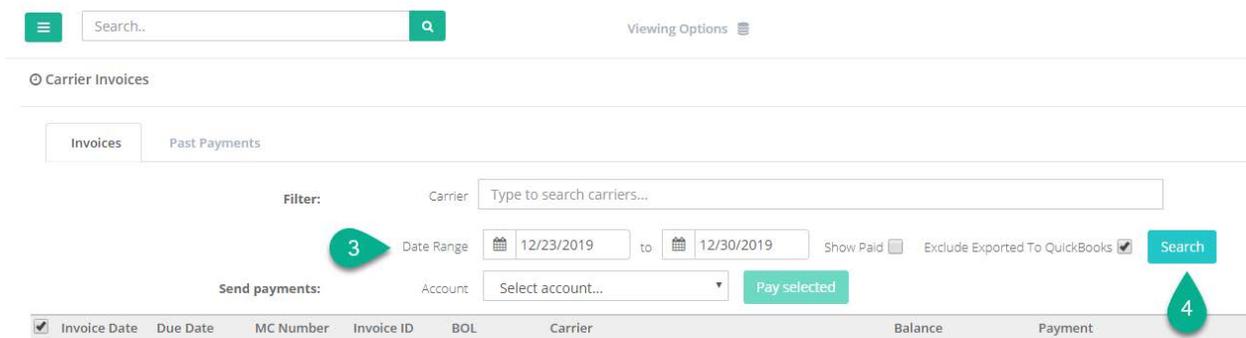
First, you will sign into the PORT TMS web application by utilizing your user name and password.

Step 1: On the left hand side of the screen, select Operations from the Menu Bar.

Step 2: Select Carrier Invoices



The following screen will appear:



The calendar feature automatically defaults to the past 7 days.

Step 3: In order to change the "from" and "to" date ranges, simply click on the calendar icons. Select the dates you would like to display.

Step 4: Click Search

We will display a list of all carrier invoices for the date range specified that are in a Paid status within PORT TMS.

Invoices Past Payments

You may select certain invoices by placing a check mark in this column

Filter: Carrier Type to search carriers...

Date Range 11/25/2019 to 12/30/2019 Show Paid Exclude Exported To QuickBooks Search

Send payments: 5 Account BOA Pay selected 6

<input checked="" type="checkbox"/>	Invoice Date	Due Date	MC Number	Invoice ID	BOL	Carrier	Balance	Payment	Check #
<input checked="" type="checkbox"/>	12/17/2019	12/2/2019			IXTDemo2				<a href="#">View Details</a>
<input checked="" type="checkbox"/>	12/17/2019	11/27/2019			IXTDemo2				<a href="#">View Details</a>
<input checked="" type="checkbox"/>	12/12/2019	12/9/2019			IXTDemo2				<a href="#">View Details</a>
<input checked="" type="checkbox"/>	12/12/2019	12/9/2019			IXTDemo2				<a href="#">View Details</a>
<input checked="" type="checkbox"/>	12/12/2019	12/4/2019			IXTDemo2				<a href="#">View Details</a>
<input checked="" type="checkbox"/>	12/12/2019	12/9/2019			IXTDemo2				<a href="#">View Details</a>
<input checked="" type="checkbox"/>	12/12/2019	12/9/2019			IXTDemo2				<a href="#">View Details</a>
<input checked="" type="checkbox"/>	12/12/2019	12/9/2019			IXTDemo2				<a href="#">View Details</a>
<input checked="" type="checkbox"/>	12/12/2019	11/28/2019			IXTDemo7				<a href="#">View Details</a>
<input checked="" type="checkbox"/>	12/12/2019	12/2/2019			IXTDemo7				<a href="#">View Details</a>
<input checked="" type="checkbox"/>	12/12/2019	11/29/2019			IXTDemo7				<a href="#">View Details</a>
<input checked="" type="checkbox"/>	12/12/2019	11/27/2019			IXTDemo2				<a href="#">View Details</a>
<input checked="" type="checkbox"/>	12/12/2019	12/2/2019			IXTDemo2				<a href="#">View Details</a>

You will notice that we automatically select all invoices. Should you like to select specific invoices to pay and export, you may do so by selecting those specific invoices. Simply place a check mark in the box to the left of the invoice date.

Step 5: Once you have your invoices selected, select your bank account from the drop down menu.

Step 6: Click Pay Selected.

The following screen will appear. Under the Past Payments tab, you may see all of your payments, filtered by the most recent Payment Date.

Carrier Invoices

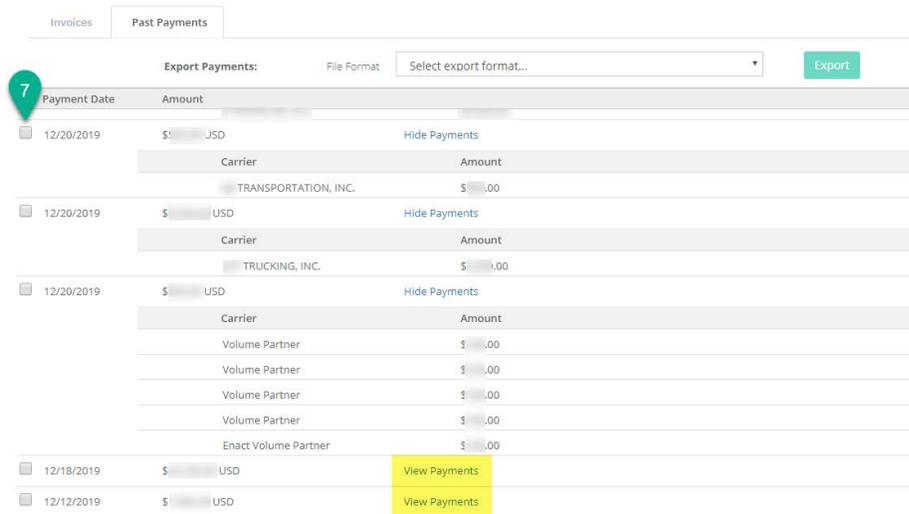
Invoices Past Payments

Export Payments: File Format: Select export format... Export

Payment Date	Amount	
<input type="checkbox"/>	12/30/2019	JSD <a href="#">View Payments</a>
<input type="checkbox"/>	12/30/2019	JSD <a href="#">View Payments</a>
<input type="checkbox"/>	12/28/2019	JSD <a href="#">View Payments</a>
<input type="checkbox"/>	12/23/2019	JSD <a href="#">View Payments</a>
<input type="checkbox"/>	12/20/2019	JSD <a href="#">View Payments</a>
<input type="checkbox"/>	12/20/2019	JSD <a href="#">View Payments</a>
<input type="checkbox"/>	12/20/2019	JSD <a href="#">View Payments</a>
<input type="checkbox"/>	12/18/2019	USD <a href="#">View Payments</a>
<input type="checkbox"/>	12/12/2019	JSD <a href="#">View Payments</a>

In order to view the specific payments, click on View Payments. This will then drill down and show you by Carrier and Dollar Amount the payment itemized within each respective payment.

**Step 7:** Select the payment(s) you would like to export by placing a check mark to the left of the Payment Date. You may select multiple payments at one time to Export.



**Step 8:** Select your File Format of QuickBooks(.iif) Export from the drop down menu.

**Step 9:** Click Export

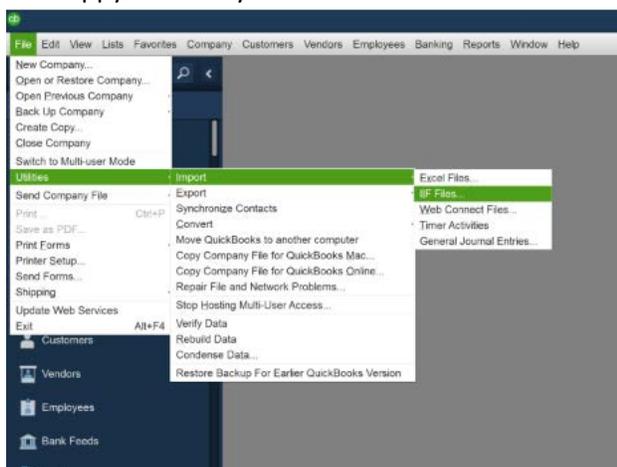


The file will now download onto your machine. We recommend that you save the file to your machine in an easily accessible location.

We are now going to import the file into QuickBooks.

In QuickBooks, you will select File- Utilities- Import-IIF Files. Locate where the file is located on your machine and double click; or to import multiple files, select those files by clicking on the shift button and selecting each file. You will then click the Done button.

Should you receive an error message and need further assistance, please email us at support@porttms.com and we will be happy to assist you in a resolution.



Under Customers- Customer Center Invoices you can now see the invoices that have been imported.