

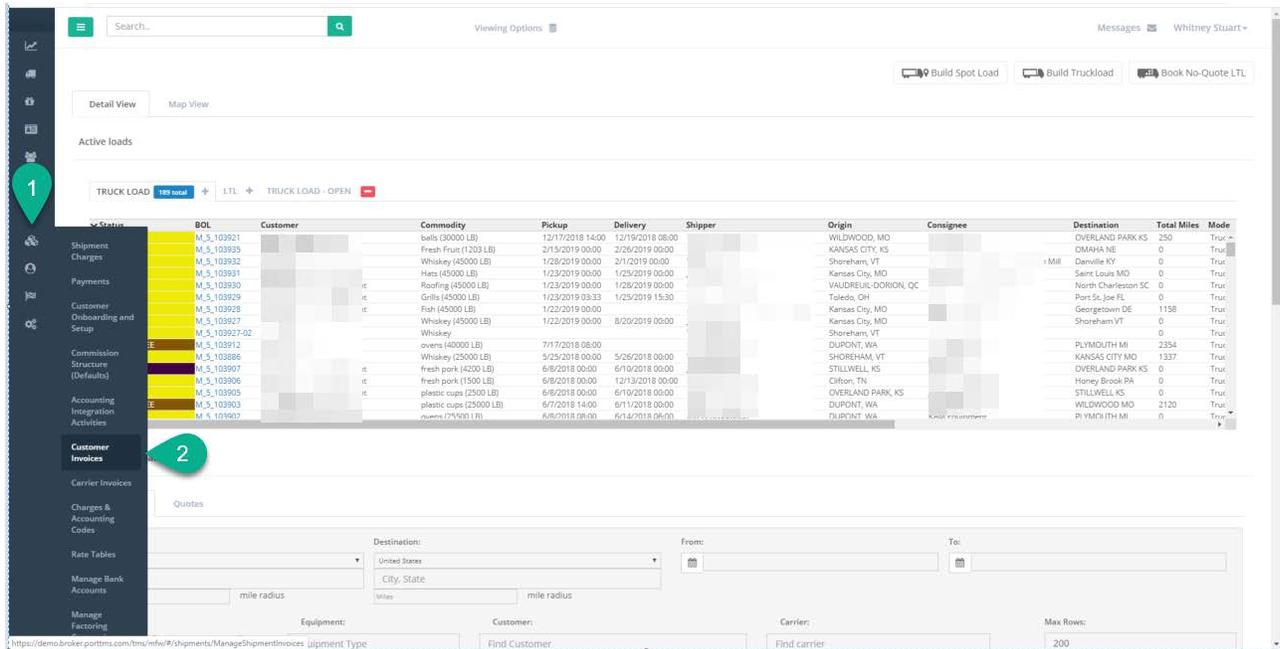
Exporting Customer Invoices from PORT TMS and Importing into QuickBooks

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

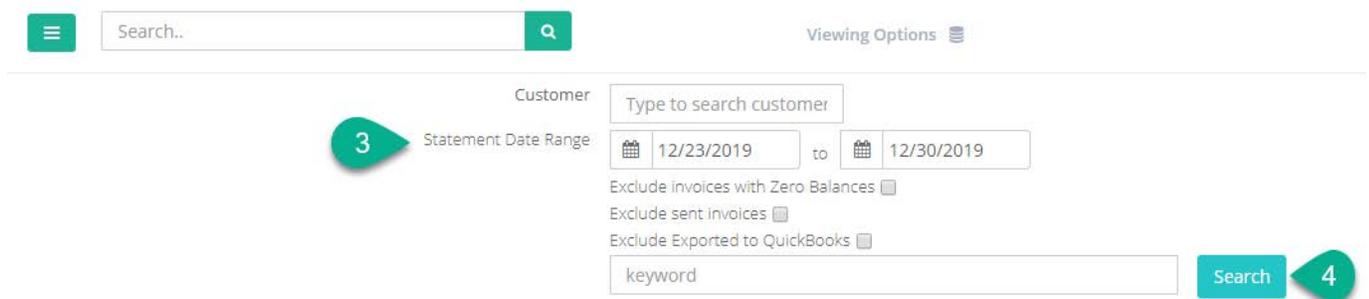
First, you will sign into the PORT TMS web application by utilizing your user name and password.

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

Step 2: Select Customer 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 customer invoices for the date range specified that are in a Paid status within PORT TMS.

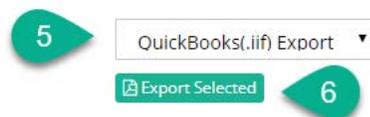
You may select certain invoices by placing a check mark in this column

InvoiceID	Customer	StatementDate	Total charges	Balance	BOL #	Exported To QuickBooks	QuickBooks Export Date
<input checked="" type="checkbox"/> IXTDemo19561INV1				12/30/2019			false
<input checked="" type="checkbox"/> IXTDemo19546INV1	.LC			12/30/2019			false
<input checked="" type="checkbox"/> IXTDemo19545INV1	.LC			12/30/2019			false
<input type="checkbox"/> IXTDemo19532INV1				12/30/2019			false
<input type="checkbox"/> IXTDemo19522INV1	.LC			12/30/2019			false
<input type="checkbox"/> IXTDemo19554INV1	.LC			12/30/2019			false
<input type="checkbox"/> IXTDemo19542INV1				12/30/2019			false
<input type="checkbox"/> IXTDemo19541INV1				12/30/2019			false

You will need to select the specific invoices you would like to pay and export by selecting those specific invoices. Simply place a check mark in the box to the left of the Invoice ID.

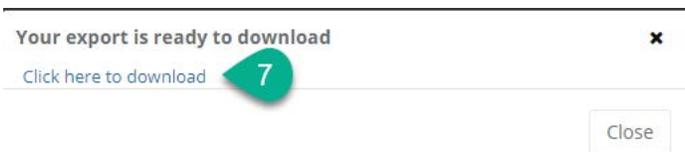
Step 5: Once you have your invoice(s) selected, select QuickBooks (.iif) Export from the Select Export Format drop down menu.

Step 6: Click Export Selected



The following window will appear as confirmation that your file has been generated.

Step 7: Select Click here to download, to download this file to your machine.

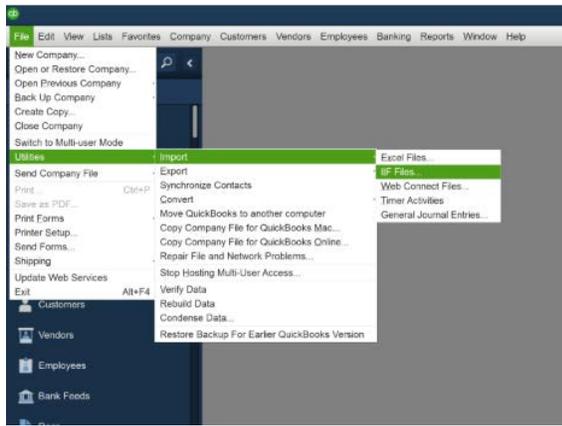


The file will now download onto your machine. We recommend that you save the file to your machine in an easily accessible location.

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 Ctrl 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.