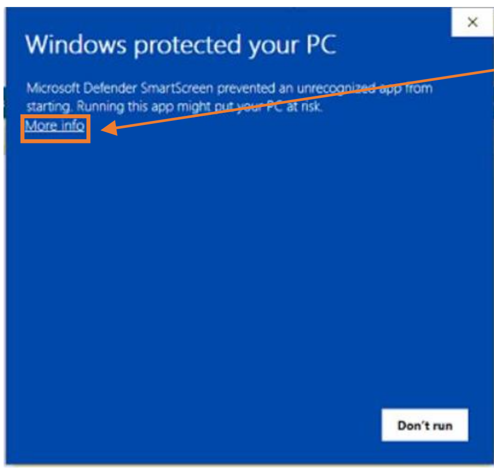
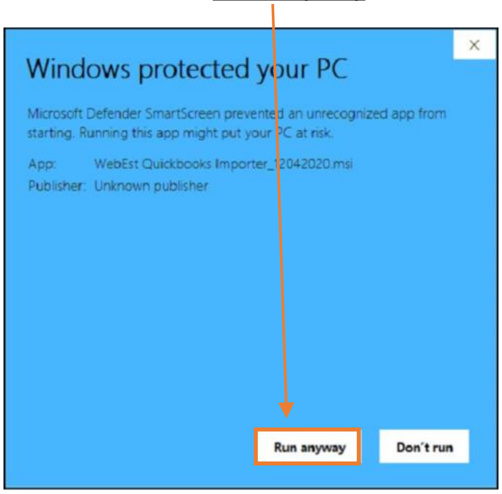
Online Version of Pro-Estimator QuickBooks Importer by Web-Est

To access the link for the QuickBooks Importer, you will go to the left sidebar of your Pro-Estimator account and select “Reports”. Once on the Reports page, select the “QuickBooks Export” button. On the Export page you will see a link to download the Importer. After you have installed the Importer, you will have a desktop icon to allow you to open it.

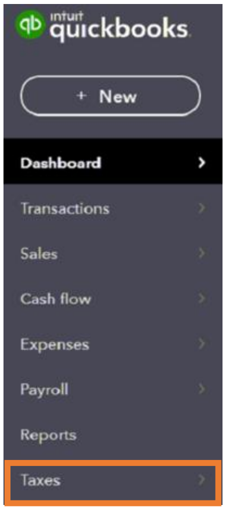
***You may see a warning popup when you are downloading/installing the importer. This is due to Microsoft not recognizing the application. If you see the below popup, select the “**More Info**” link.



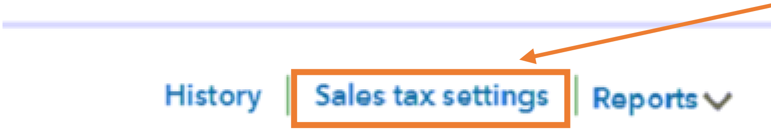
Then, select the “**Run Anyway**” button.



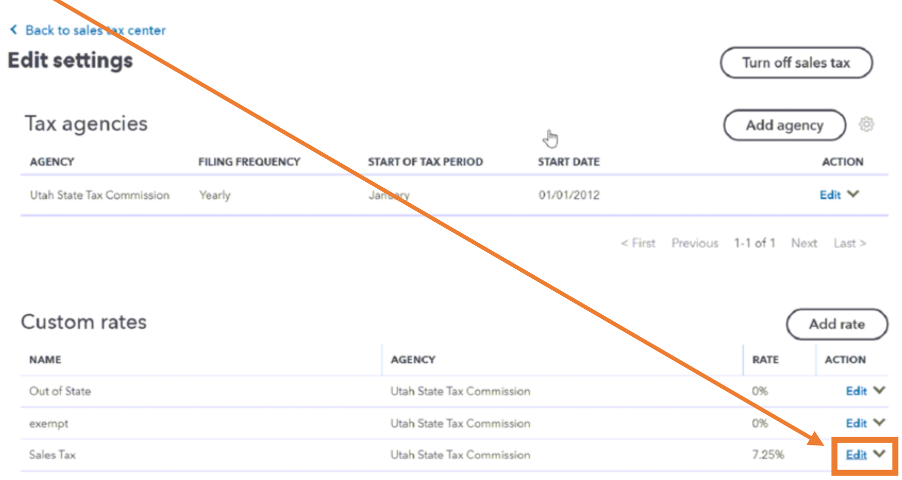
If you have already manually created your Tax Item, or have the *Automated Tax Setup* version of QuickBooks, where your Tax Item is auto created, based on your address and zip code, you will need to rename the Tax Item to your state's 2 letter abbreviation. To do this, select the "Taxes" link on the left sidebar of your QuickBooks account.



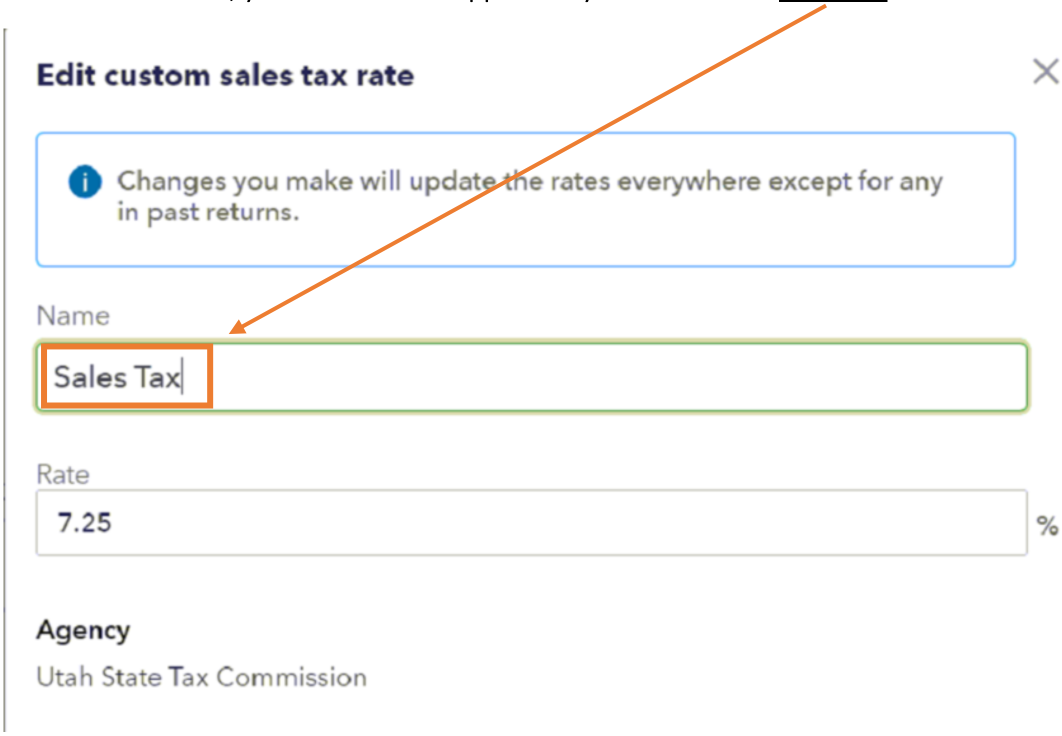
On the Tax page, in the upper right corner of the screen, select "Sales Tax Settings".



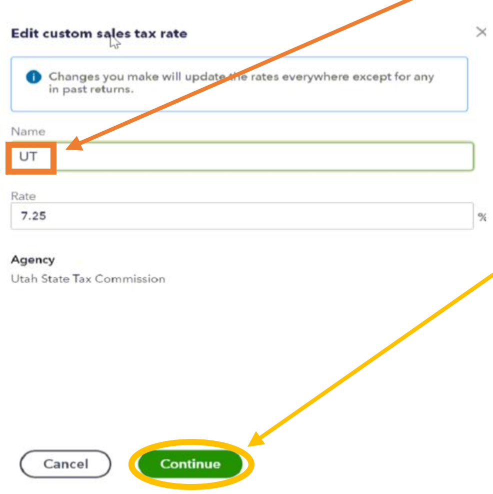
Next on the "Edit Settings" page, on your primary "Sales Tax" listing (see below example), select the "Edit" button.



On the next screen, you will have the opportunity to rename the Sales Tax name.

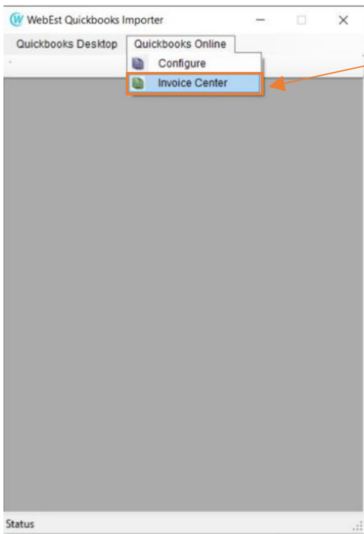


Change the name to your state's two letter abbreviation. Then select the "Continue" button. (See below example for the state of Utah)

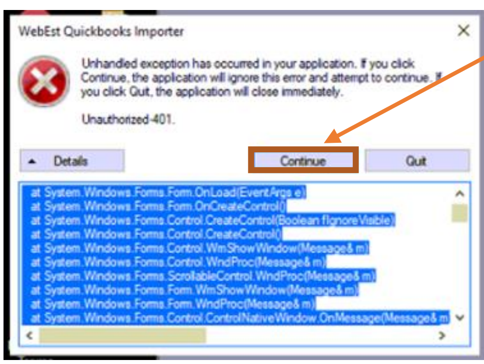


On the next page, after selecting the "Continue" button, select the "**Edit**" button to complete this change.

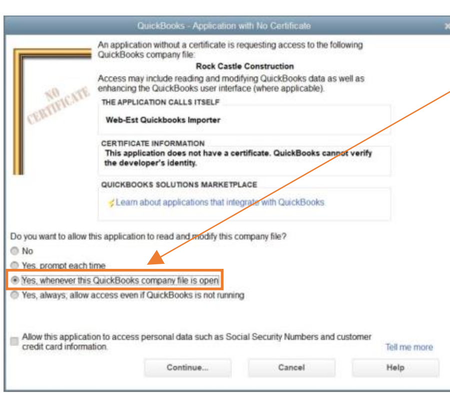
<u>QB's Online version instructions</u>: After you have opened the Importer, select the QuickBooks Online link at the top of the Importer. In the dropdown, select "<u>Invoice Center</u>".



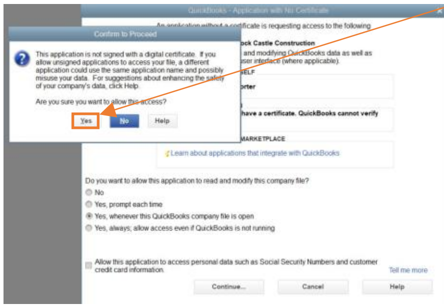
You ***may receive an "*Unhandled Exception*" popup. This is simply advising that Windows does not recognize the QuickBooks Importer. Select the "<u>Continue</u>" button to proceed.



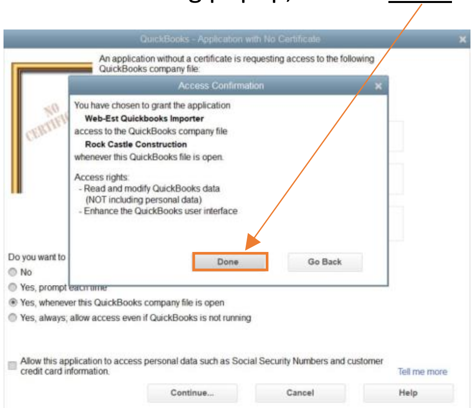
Once you have selected "Invoice Center", you ***may*** be prompted to authorize the Importer App to allow access to you QuickBooks software. Select "<u>Yes, whenever this QuickBooks company file is open</u>".



You will see a confirmation popup. Select “Yes”.

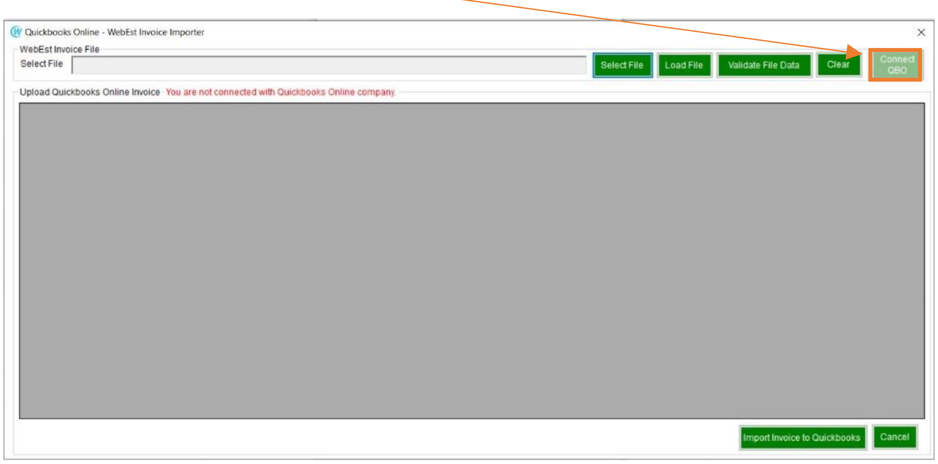


On the following popup, select “Done”.

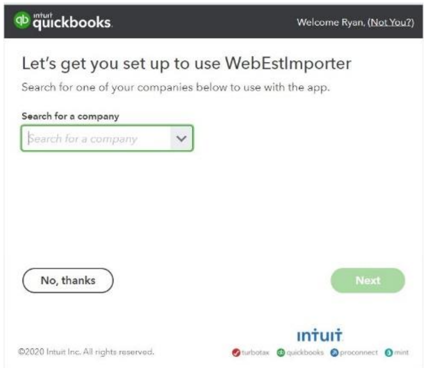


After the above steps are completed, if necessary, you will see a popup for the actual QB’s file import screen.

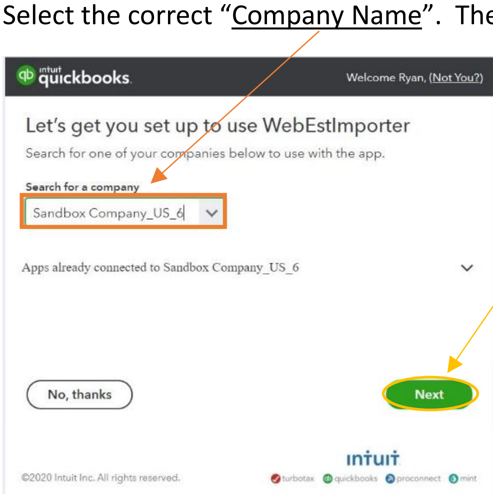
Select the button named “Connect QBO”.



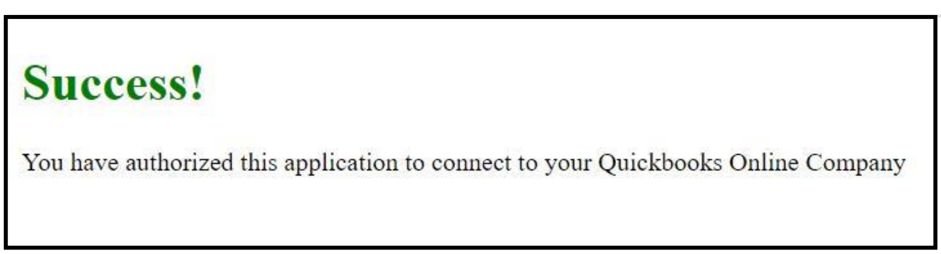
Next, you will select which Company in your QB's account you will be importing to. There will be only one option if you do not have multiple companies in your QB account.



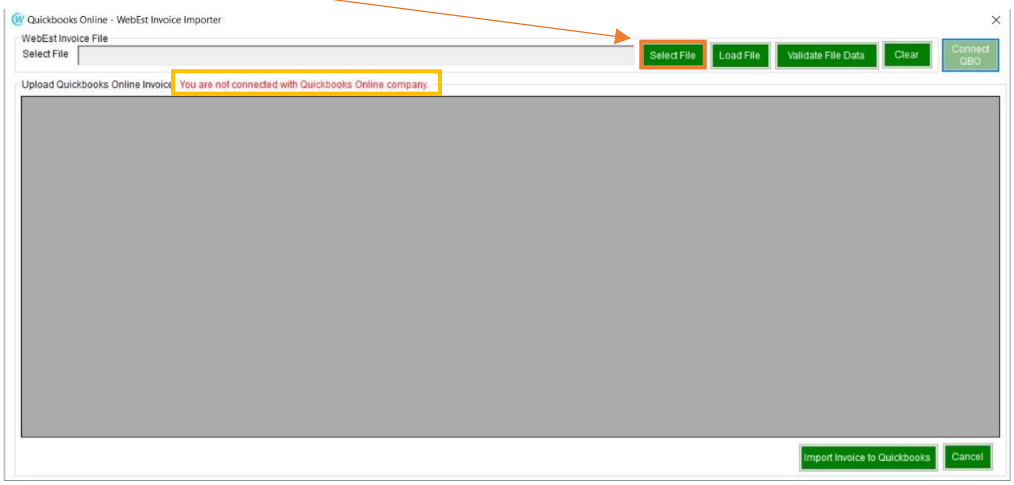
Select the correct "Company Name". Then select the "Next" button.



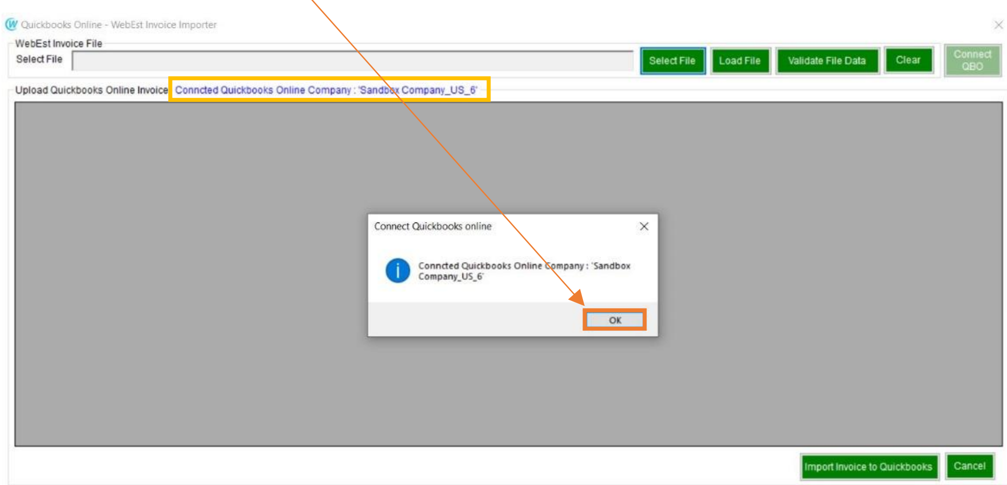
You will then get a "Connection Success" notification in a new browser tab, after a short delay.



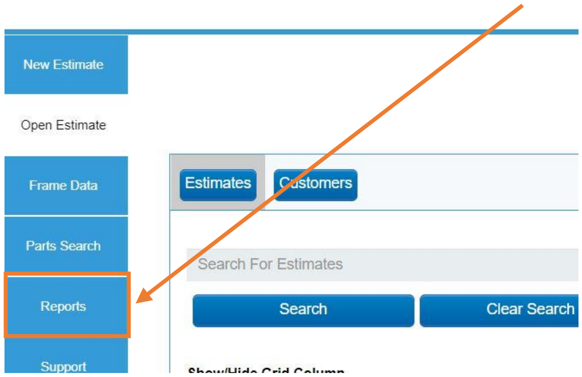
On the Pro-Estimator QB's Importer screen, it will still reflect that you are not connected to QB's. Choose the "Select File" button.



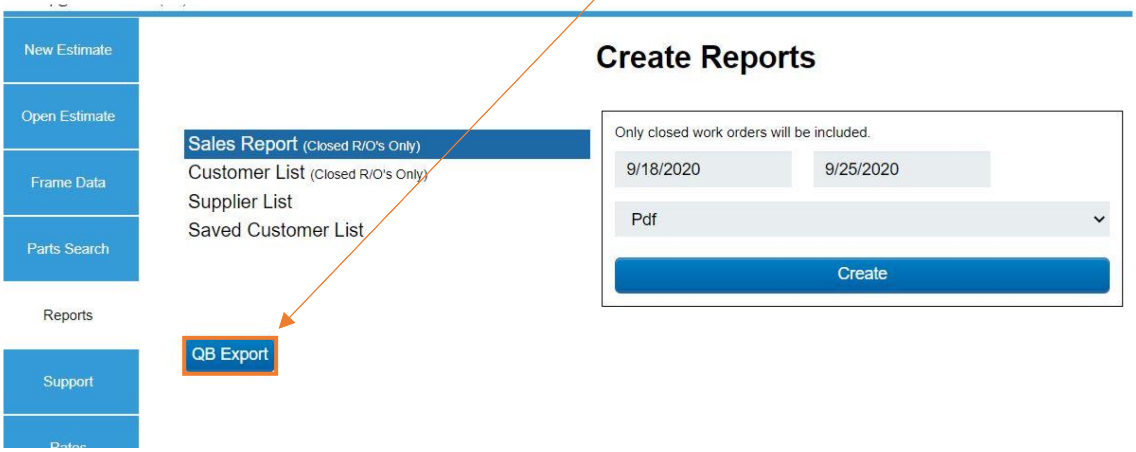
You will then see a confirmation popup that you have successfully connected with QuickBooks Online version. Select the "OK" button to dismiss the popup. Notice the name of the business you are connected to in QB's is displayed in the popup as further confirmation.



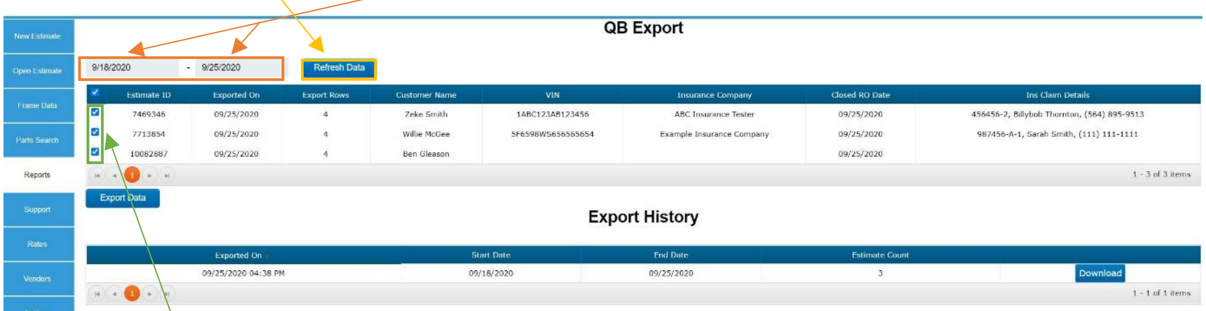
In this example, you will then generate the QB's export file from your Pro-Estimator account (you can generate the QB's export file before opening QB's and/or the importer). Log into your Pro-Estimator account. On the left sidebar, select the "Reports" link.



After the Reports page opens, select the blue "QB Export" button.

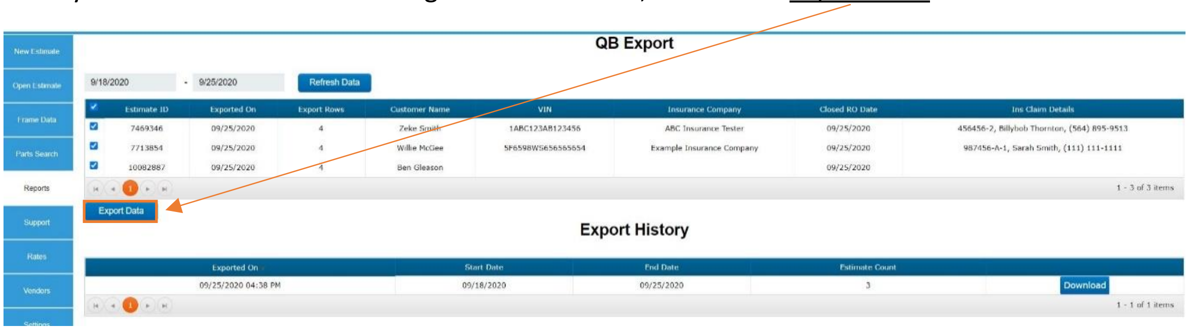


This will open the QB's export page. Here you will set your date range for the reports you want to export. **Only closed Repair Orders will be included, and are based on the date they were closed. Select the correct date range by clicking in the "Date Fields". Once you have the correct date range, select the "Refresh Data" button to produce the desired list of files for export.

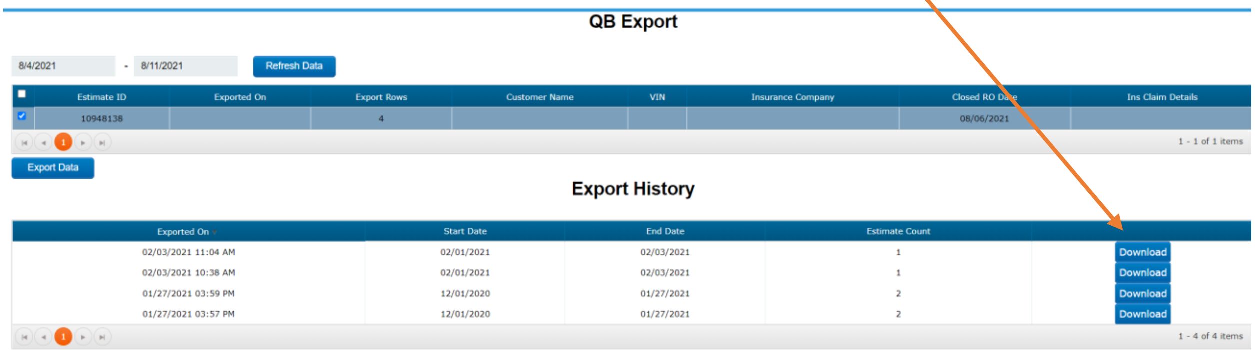


***Note: If you need to adjust, then reimport, the same file after it has already been imported, you will need to re-open the repair order, make the changes and close the repair order again. Make sure to choose the "Selection Box" field to place a blue check mark in the blank field. Once imported, the field for that particular file will not be auto-selected. The importer will auto correct the invoice in QuickBooks to match the current totals when re-imported.

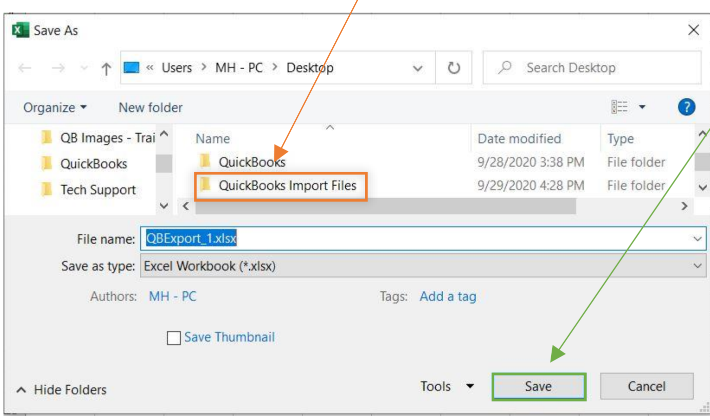
After you have the correct date range & files selected, select the "Export Data" button.



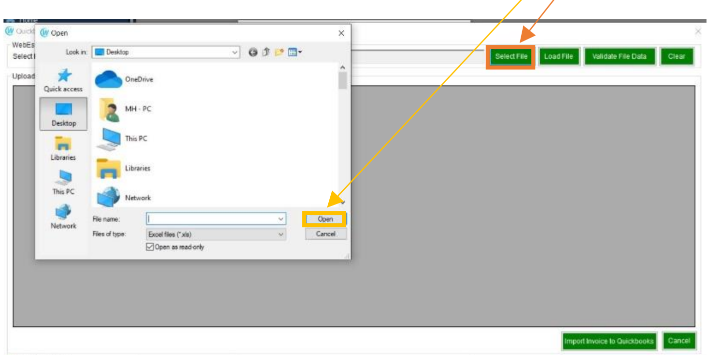
Next, in the “Export History” section, lower on the page, select the “Download” button. The uppermost listing will be your most recent file creation for export.



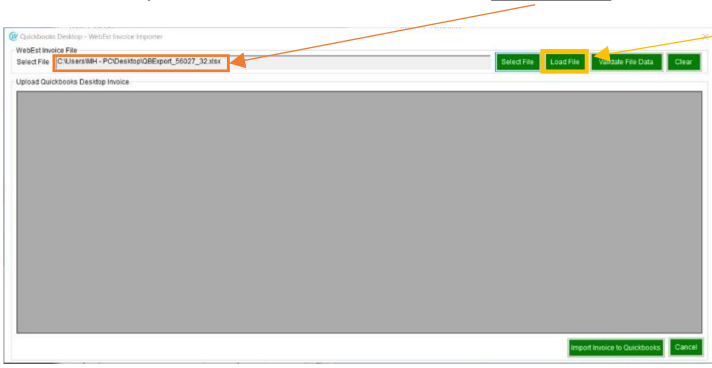
You will then see a popup allowing you to choose where to save the file on your computer, if your browser is selected to prompt you, otherwise it will automatically save to your download folder. You will need to create a dedicated folder for your QuickBooks files, so they can be saved and imported to QB’s. Name the file something you can easily recognize. Placing the folder on the computer “Desktop” will make it easy to locate. Once the folder is located, select the “Save” button.



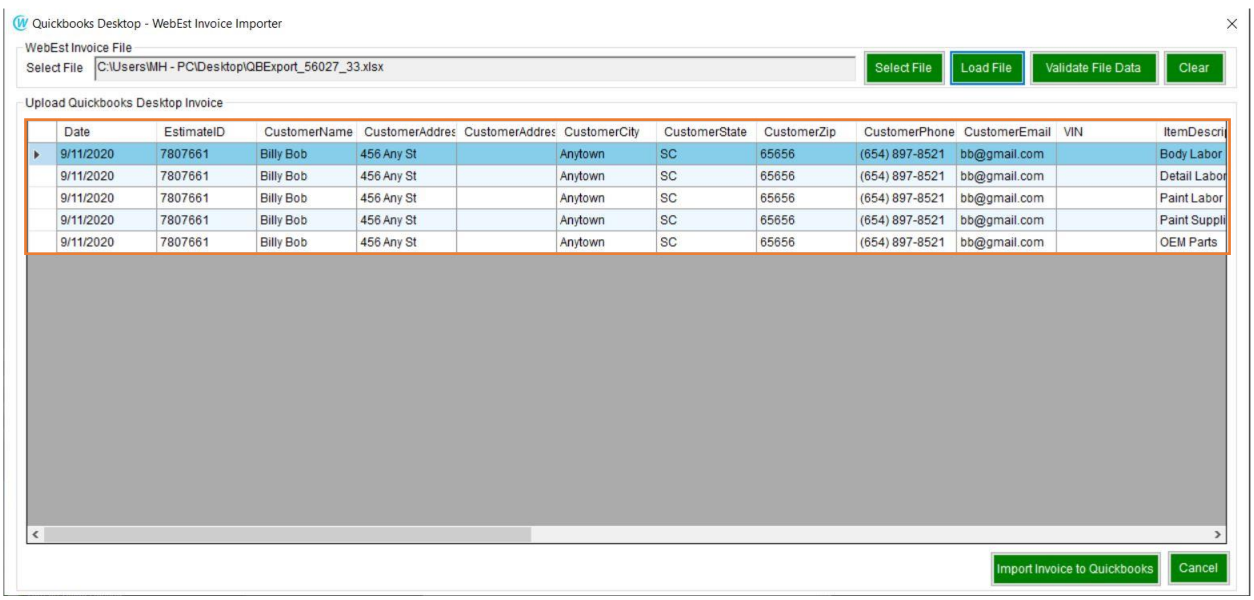
Next, in the QuickBooks Importer, choose the “Select File” button. You will get a navigation popup to allow you to choose the correct file from your QB’s Import folder that you previously created. Once you have choosen the correct file, select the “Open” button.



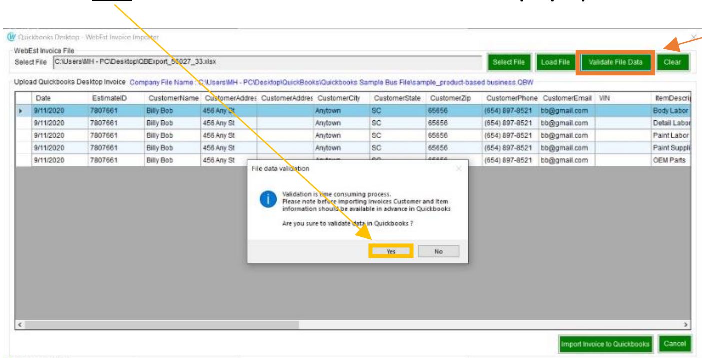
Notice that your file is now listed in the "<u>Select File</u>" field. Next, select the "<u>Load File</u>" button.



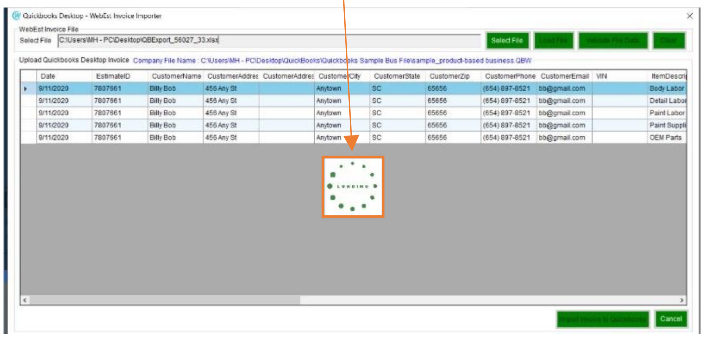
Your file will be loaded into the QuickBooks Importer.



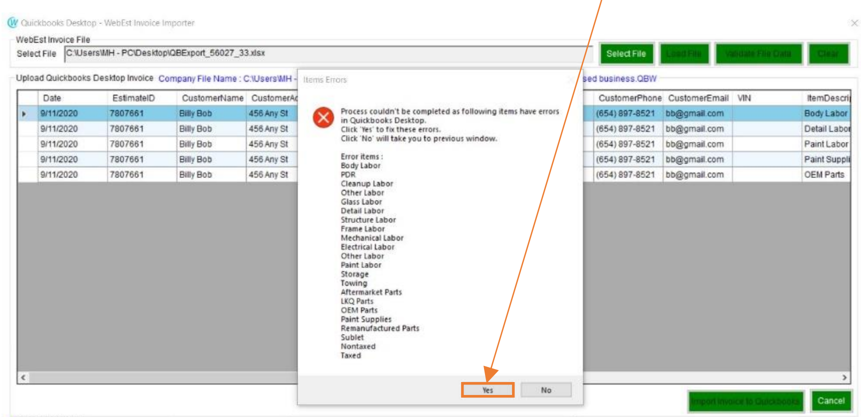
Next, you will Validate the file to ensure it will import properly into QB's. The validation process will create both Customers and Items in your chart of accounts. Select the "<u>Validate File Data</u>" button. Then select "<u>Yes</u>" in the Validation Confirmation popup.



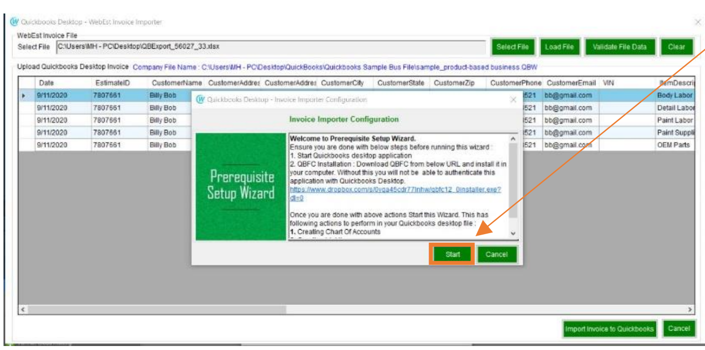
You will then see that "File Validation" is in process. Wait for this process to complete.



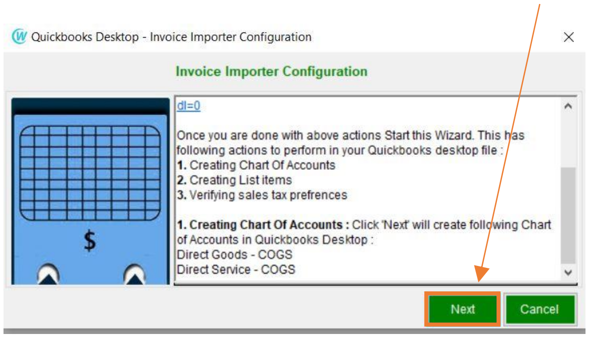
After File Validation has completed, you may see a popup advising that some QB's Chargeable Items do not exist in your QuickBooks account. Select the "Yes" button on this popup to begin the process of auto-creating them in QB's.



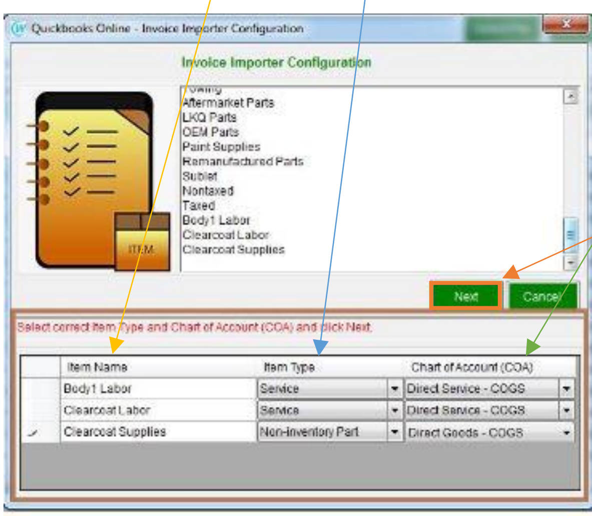
You will then get a popup that will allow you to correctly configure the Chart of Accounts & Items in QB's. This will only happen if they do not exist in QB's. Select the "Start" button and wait for the popup message to change.



The message will change. If QB's recognizes the imported Item Description, it will automatically create the Chart of Accounts & Items. Select the "Next" button.

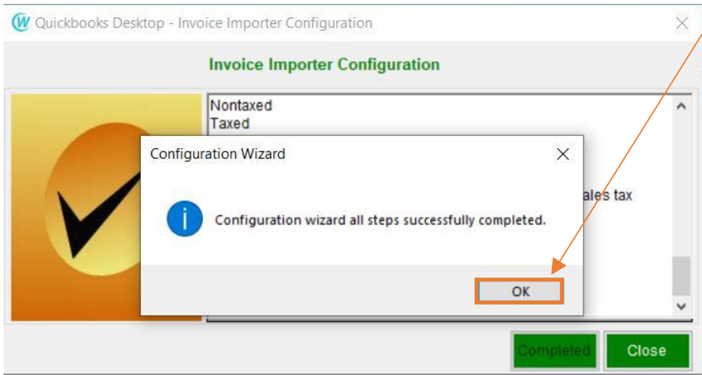


If QB's needs additional input from the user, you will see an additional area below the Configuration popup. The "Item Name" will be displayed for each entry needing clarification and the user will use a *dropdowns* to select the "Item Type" along with the "Chart of Accounts" entry. Then select "Next".

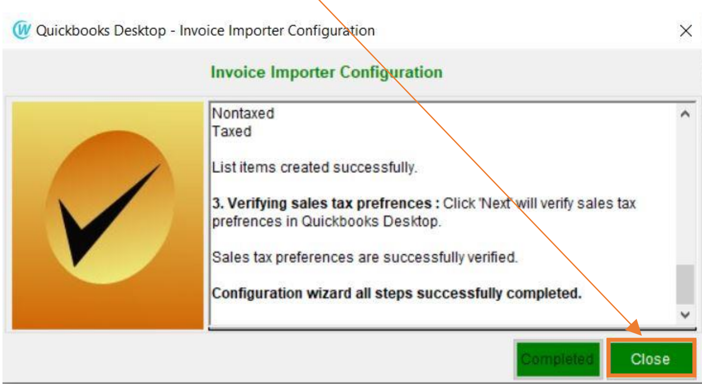


Screen 3 of the configuration wizard will verify sales tax preferences. Select the "Next" button.

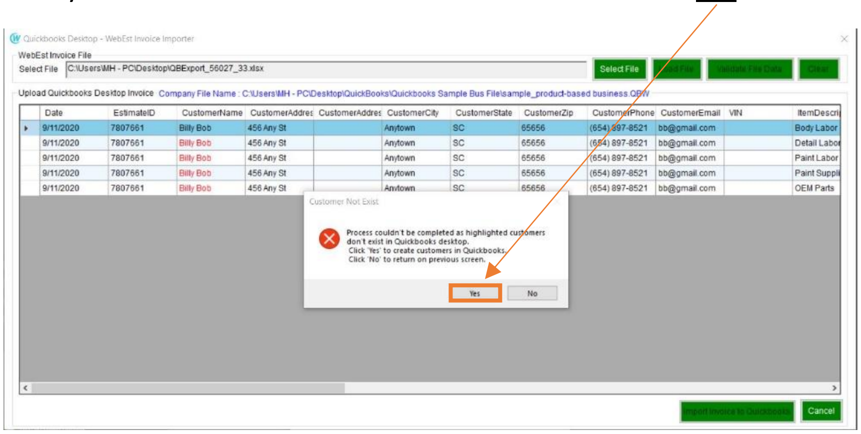
You will then get a configuration completed popup. Select "OK".



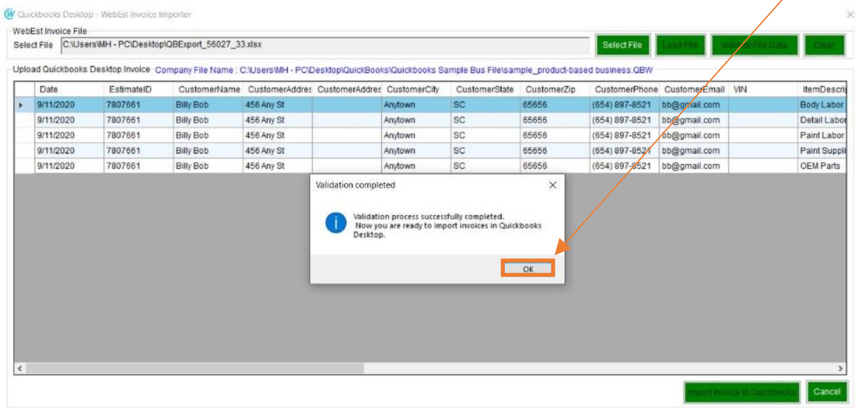
Then select the "Close" button to complete this process. ***This process will only happen until all charge types imported from Pro-Estimator have been recognized and created inside of QB's. After the initial import of the individual charges, QB's will automatically accept them without input from the user.



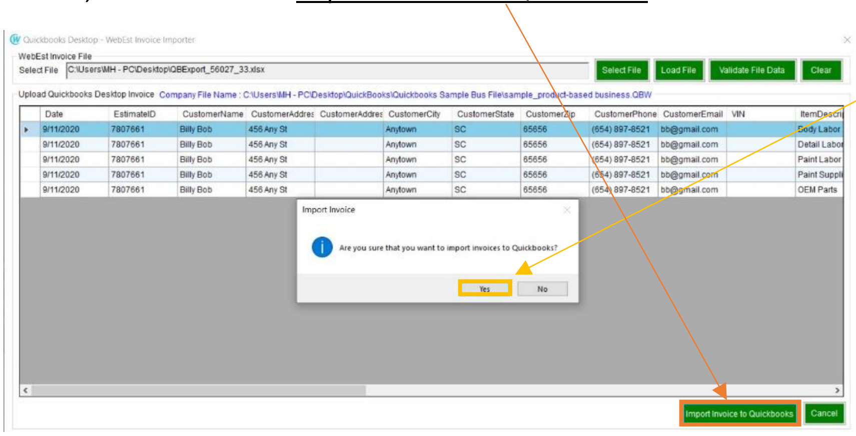
Next you will create the Customer in QuickBooks. Select "Yes" on the "Customer Does Not Exist" popup.



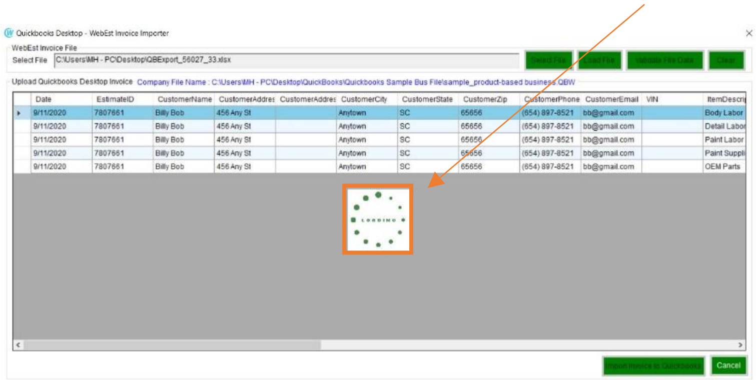
You will then see a File Validations Successful popup. Select the "OK" button to proceed.



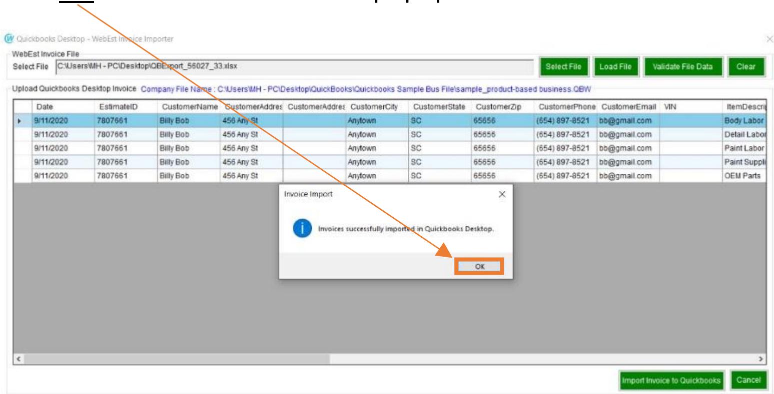
Then you will see a final popup to confirm you want to import the file into QB's. Select the "YES" button, then select the "Import Invoice to QuickBooks" button.



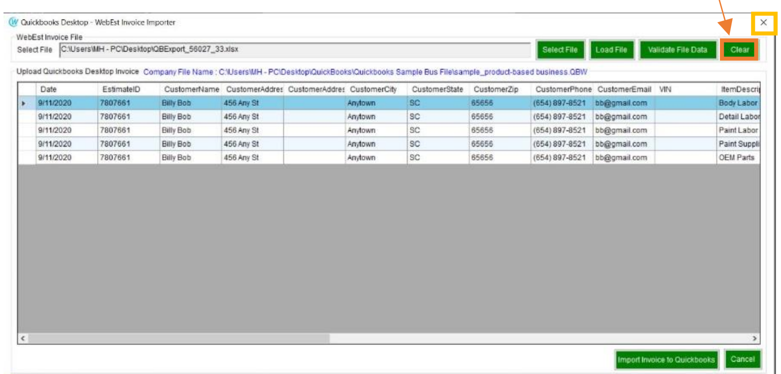
While the invoice is being imported you will see a "Loading" popup.



Once the invoice is successfully imported into QuickBooks, you will receive a confirmation popup. Select the "OK" button to dismiss the popup.



Next, you can clear the importer and close it. Select the "Clear" button and the "X" in the top right corner to close the importer, if you are finished importing invoices.



Your Invoice has now imported successfully into QuickBooks.