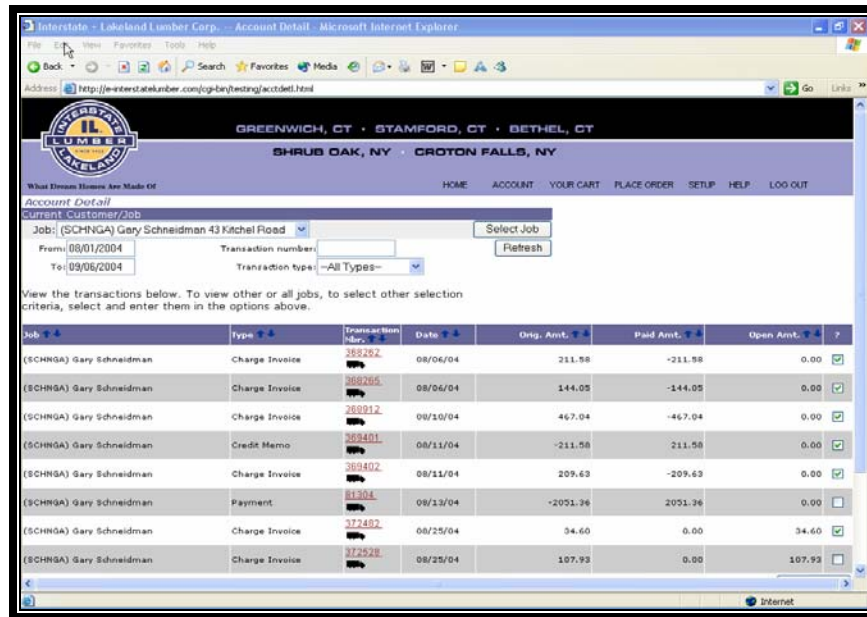


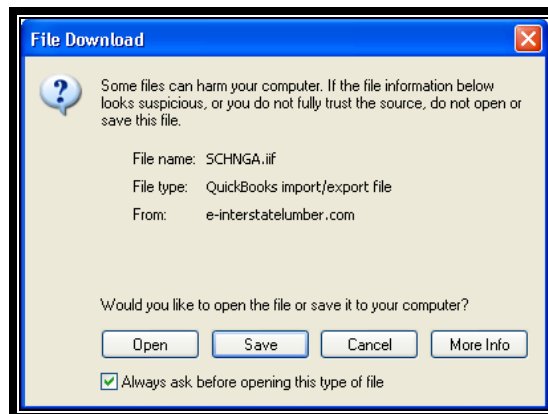
## Importing Files from ECS Commerce to Quick Books

The following is the procedure you will need to follow in order to import selected transactions from the ECS Commerce Module into Quick Books Pro.

1. From within the Account detail section of the ECS Commerce module you will need to select the transactions you would like to download. You can do this by checking the box all the way to the right as shown in the example below.

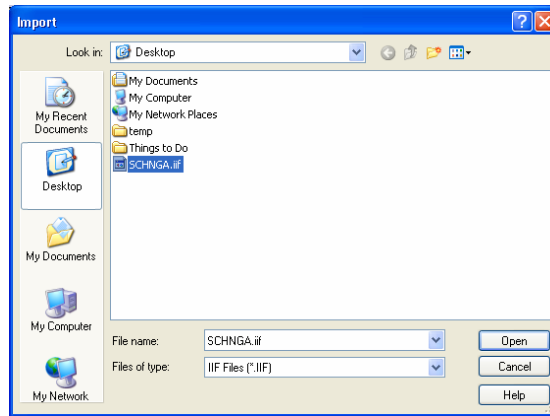


2. At the bottom of the screen you will notice an option that says download in Quick Books Format. Make sure this option is selected then click on the button that says download. When you select this option it will open another window asking where you would like to download the file, see example below. I would suggest placing it on your desktop for easy access.

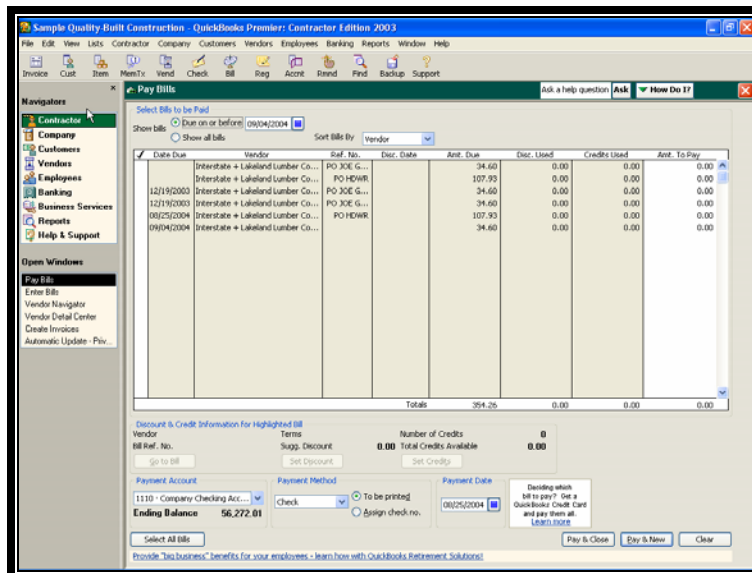


## Importing Files from ECS Commerce to Quick Books

- Once the file has been downloaded you will need to open QuickBooks to import the file. Once you have Quick Books open from the Tool Bar select
  - File
  - Utilities
  - Import
  - Import IIF Files
- Select the file that you just downloaded. You may need to change directories depending on where you downloaded it. See example below.



- Once your data has been imported you will get a message that says “Your Data has been Imported”. Click OK to Continue
- You can now review the invoices that have been imported by selecting Vendors from the Quick Books Tool Bar. Under Vendor select the option Pay Bills. You will see a screen similar to the following listed below:



## Importing Files from ECS Commerce to Quick Books

7. Once the transactions have been imported you can select them individually and it will open a window similar to the one below. You can then modify when you want to schedule it for payment in addition to associating with a specific job if you desire.

