

QUICKBOOKS DO'S/DON'TS AND TIPS

CUSTOMER SETUP IN DISPATCH/TICKETS

Any time you add a new customer in TMS, and mark them as a **BILLEE** and give them a **credit limit**, it will create a customer import file when you Blackbox.

**** Super Important **** QB doesn't use customer IDs so it is very important that the customer names match EXACTLY. **ABC Trucking** is NOT the same as **abc trucking** to QB. Upper/lower case and spelling must match! So we usually recommend transferring them over from TMS.

So before you start using QB, edit your customers in TMS and make sure only the ones you want to send over have a type of **BILLEE** and a **credit limit** and **Net Terms**. Make sure in QB you setup net terms that match. QB is super picky, so **net 30** is not the same as **NET 30**.

BLACKBOXING

In Blackbox go to Operations, Manual Transfer and hit Enter on the transfer you want to send (AR or AP) It is very quick and will alert you that the transfer is done.
This will create a file in your \TMS\QBDATA folder.

If it starts with CS*.* the file includes any new customers that were added or edited since the last time you Blackboxed

If it start with AR*.* it is your invoices

If it starts with VD*.* it is any new vendor you have added or edited since the last time you Blackboxed

If it starts with AP*.* it is your Carrier or Truck Owner/Operator Settlements

QuickBooks export files have an **IIF** extension.

So, for example, when you bill, and then Blackbox, you will get:

CS01_111822_001.iif (customer export, always import this one first)

AR01_111822_001.iif (invoice export)

IMPORTING FILES IN QUICKBOOKS

In QuickBooks

Go to Utilities->Import->Import IIF files

It should be already pointing to the \TMS\QBDATA folder but if not, you can navigate there.

Just select the IIF file you want to import

ALWAYS IMPORT CS OR VD FILES BEFORE INVOICES OR SETTLEMENTS

After you import your file, move it to the COMPLETED folder

Use your QuickBooks reports to double check that all of the information was imported correctly.