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EZ-FREIGHT SOFTWARE

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EZ-Freight QuickBooks Interface instructions

The following steps should be followed in order for the EZ-Freight QuickBooks interface to operate correctly.

The QuickBooks software must be the QuickBooks Pro Edition 2007 version or better. It will not operate correctly with older versions.

Chart of Accounts.

Set up your chart of accounts as required for your company.

Plan your modifications as needed. This is a great time to expand or decrease your chart of account items.

Entering Chart of Accounts in QB

If you have selected a General chart of accounts the QuickBooks will have installed the chart of accounts list, which you can modify.

Click on the **Lists** Menu. Select the **Chart of Accounts** option.

On bottom left of screen, click on **Account** option.

Select **New** from menu.

Screen for chart of account displays.

Enter chart of account names and description as required.

Billing Codes:

Billing codes must be identical in QB to the ones used in EZ-Freight for invoicing.

Transferring cannot be done until the codes from EZ-Freight are in the QB software.

To get started, print a list of the EZ-Freight Billing codes.

Go to **EZ-Freight** and select **Reports Menu**. Select **Billing Codes** option.

Sort by Account No. Click on OK.

This report will provide the list necessary for entry into the QB software.

Entering Billing Codes in QB

With EZ-Freight report in hand open the QB software.
Click on the **Lists** Menu. Select the **Item List** option.
On bottom left of screen, click on **Item** option.
Select **New** from menu.
Select Type, **Service** is normally selected.
Enter Item name. Item Name is the Billing Code from EZ-Freight.
Check the Box for: This Service is performed by a subcontractor.
This will open up the Accounts Payable option.
Enter Description the same as Description in EZ-Freight.
Enter Description in both Purchase and Sales Transactions.
Cost and Sales Price can be left with zero.
Select Expense Account from lookup.
Select Income Account from lookup.
Preferred Vendor can be left blank.
When finished, click on OK.

Proceed to enter complete list of EZ-Freight billing codes into QB.
Once done, print out an Item list from QB.
The EZ-Freight and the QB lists should match.

Path configuration:

The path to the EZ-Freight and the QuickBooks databases is automatically displayed.
The QuickBooks must be opened and minimized in order for the transfer to work.
The QuickBooks database that is opened is where the invoices will transfer to.

Transferring invoices to QB:

Step 1.

In EZ-Freight prepare invoices as usual.
Place a check in **To be Transferred** check box, located below **Mode**.
If no check is placed in **To be Transferred** check box, software will not transfer invoice.
Save as usual.

Step 2.

Prepare report of invoices to be transferred.
In Ez-Freight, go to **Reports** menu. Select **Invoice report**.
In **Sort By** select desired option.
In **Style** select show Profit and Loss for A/R and A/P report.
In **Status** select Open.
In **Select** field, leave **all**, except if you want to transfer invoices for a specific account, Invoice number, consolidation or reference. In which case enter the specific account name, invoice number, consolidation or reference.

In **date range** enter the **From** and **To** as required.
Click on **OK** when finished.
Send to Printer.

Step 3.

Review invoice report information for accuracy, minimize EZ-Freight and proceed to EZ-Freight QuickBooks transfer icon and execute.

Step 4.

At to EZ-Freight QuickBooks transfer screen, enter in fields the same parameters as the parameters entered for the creation of the **Invoice Report**.

When finished, click **Export Invoices to QuickBooks** button.

System will display progress, after searching for invoices, invoice data will display on **Invoices to be Transferred** screen.

Total Receivables and Total Payables amounts should match your EZ-Freight report.

If all matches, proceed to click on the **OK** button.

System will begin the transferring on invoices. It will inform when finished.

That is it. Your invoice data is now in A/R and A/P in QuickBooks.

Go to QB **Invoices** and verify billing and **Bills** to verify expenses.

Notes:

EZ-Freight software allows the same account code to be used for a billing and an expense.

QuickBooks does not allow this. A client cannot have the same code (name) as a vendor or the other way around. Make sure this is considered when preparing invoice and prior to transferring.

After transferring, invoices are posted. They cannot be transferred again even if transferring parameters are the same in a future transfer.

Transferred EZ-Freight invoices cannot be modified. The Save button will not be active.

Transferred invoices can be printed but not modified.

If transferred invoice needs to be modified:

Select QuickBooks transfer, enter date range of invoice(s) to be modified, in File menu, select change Invoice status, check off invoice(s) to be modified, then OK.

You can now modify invoice(s). Remember to delete invoices from QuickBooks, so once modified, they can be transferred to QuickBooks again.

Thank you for using EZ-QuickBooks interface.

Any questions please do not hesitate in contacting us.

Sincerely, Ed Venegas.