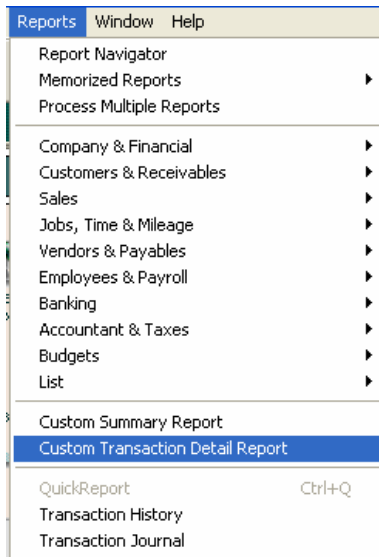


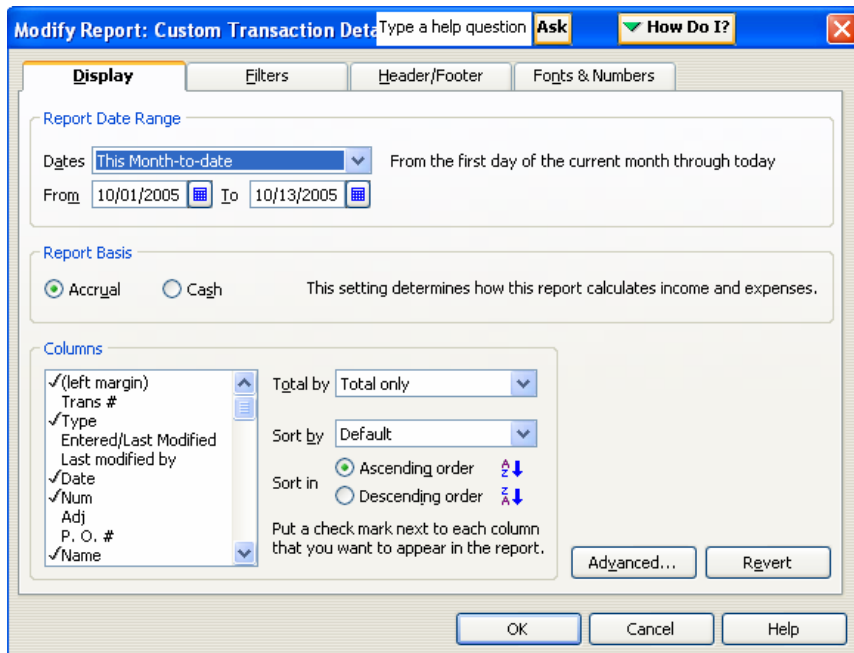
# Creating a FactorSoft Import File from QuickBooks

## *Building a Report in QuickBooks*

1. Open QuickBooks
2. Go to the Reports Menu and select **Custom Transaction Detail Report**



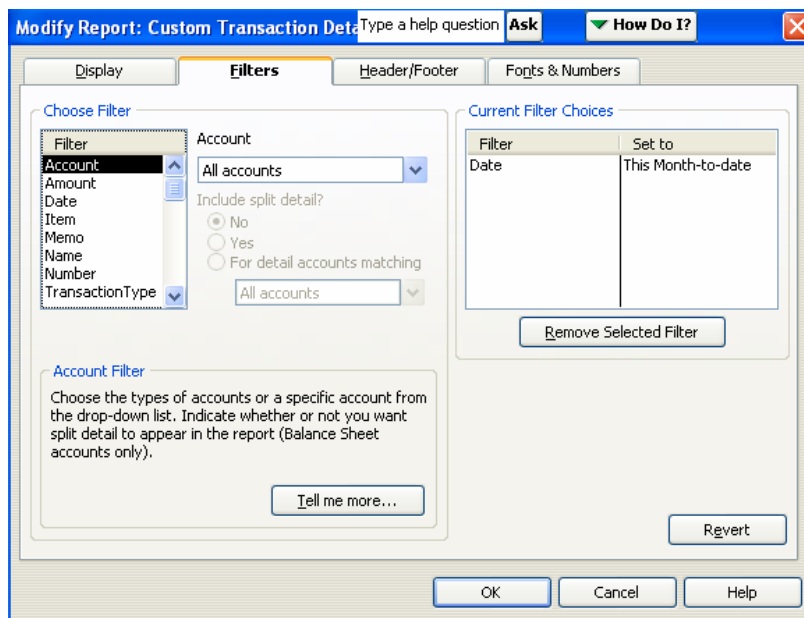
3. From the Modify Report screen, go to the **Columns** section in the bottom left-hand corner



4. Only the following items should be checked....

- ✓Date
- ✓Num
- ✓Name
- ✓ Source Name
- ✓Amount

5. Go the **Filters** tab and select **Account** in the Filter list.



6. From the **Account** drop down list box, select the **Account Receivable** account from the list
7. Select **Transaction Type** from the Filter List
8. From the **Account** drop down list box, click on **Selected Transaction Type**
9. Check **Invoices** and **Credit Memo** (only check credit memo if you send credit memos to Chesapeake Bank)
10. Remove **Date** from the **Current Filter Choices** Section
11. Click **OK**
12. You should now be looking at the report.

13. Click on **Hide Header** Pushbutton

14. Click on the **Memorize** button

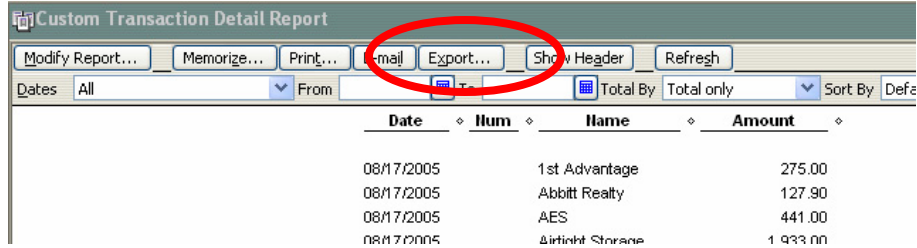
15. Enter the name of the report “FactorSoft Transaction Report”

16. Click **OK**

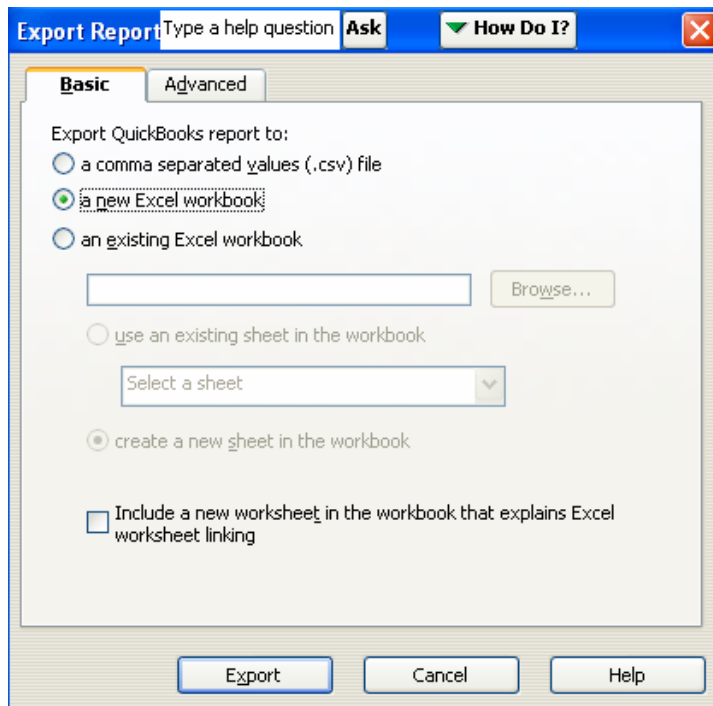
## Exporting the Report from QuickBooks

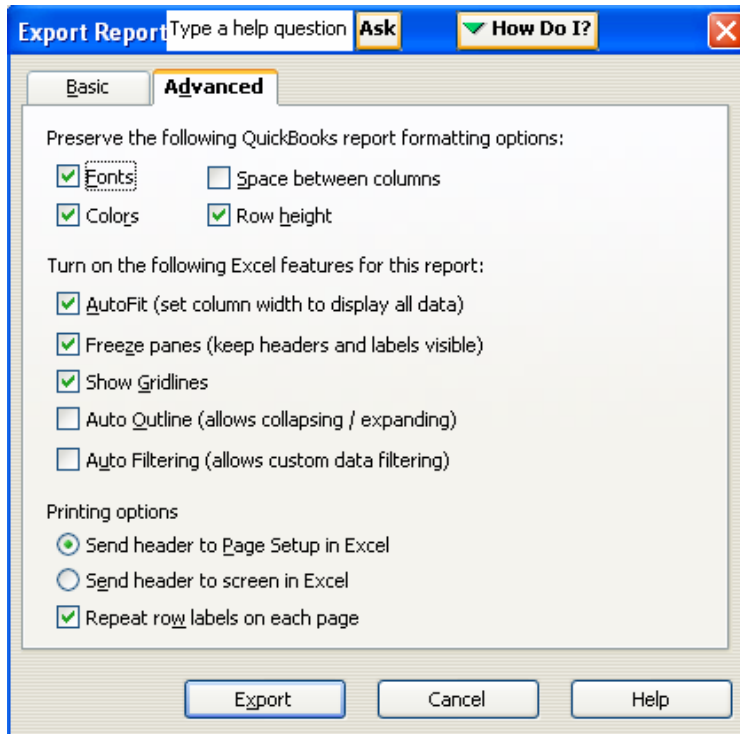
After running the custom report for that day

1. Click on the **Export** button



2. From the Export window, select "a new Excel workbook"
3. Make sure "Include a new worksheet in the workbook that explains Excel worksheet linking" is **UNCHECKED**
4. Click **OK**

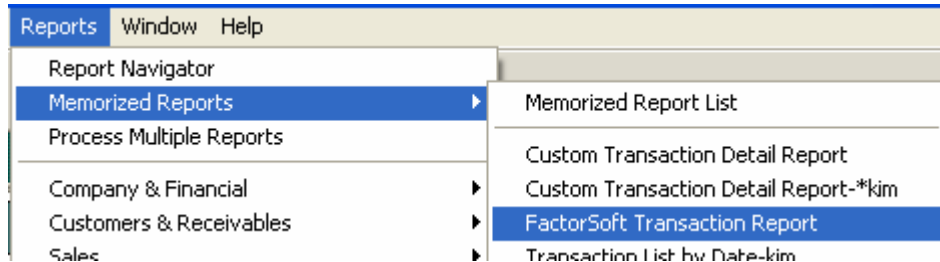




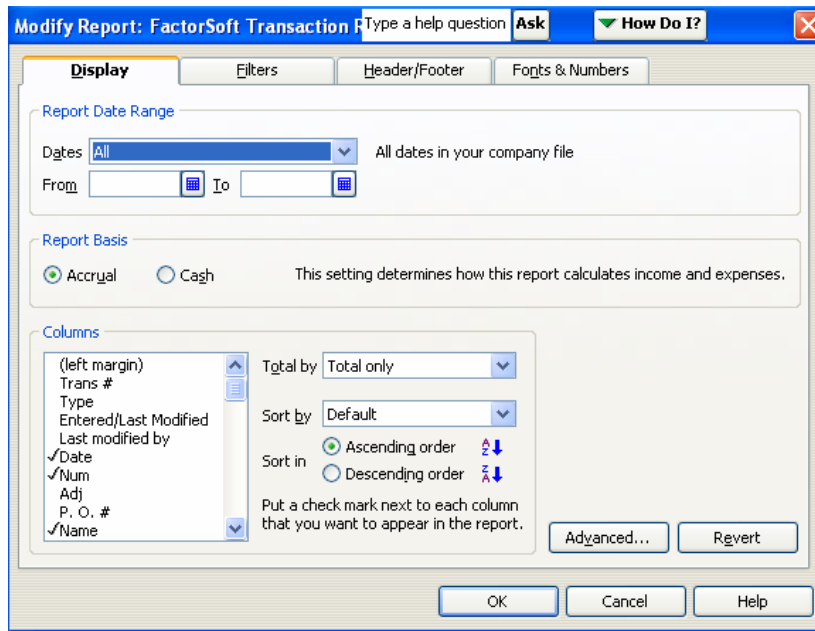
5. Go to the ADVANCED tab and UNCHECK the Space Between Columns checkbox
6. Now save the Excel file to a location on your hard drive or server

## Checking The Memorized Report in QuickBooks

1. Open QuickBooks
2. Go to the **Reports** menu - **Memorized Reports** - **FactorSoft Transaction Report**



3. Click on the **Modify** button



4. Only the following items should be checked....

- ✓Date
- ✓Num
- ✓Name
- ✓ Source Name
- ✓Amount

