

# strategy *Live!*

Totally Internet Based Software

**Import A/R Balance**

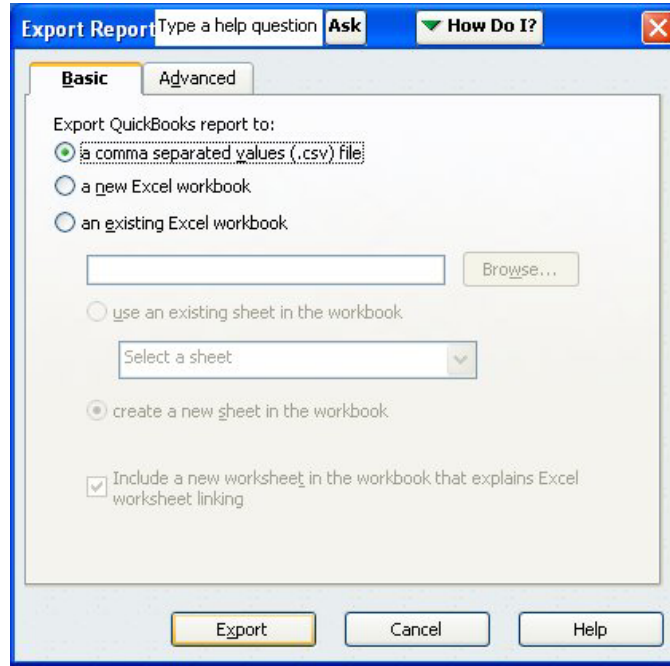
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## **Export Data From QuickBooks**

To export the needed data from QuickBooks, follow the following steps:

1. In QuickBooks, go to Reports > Customer & Receivables > Customer Balance Summary. The report should be run for all dates and all customers.
2. Click the Export button.
3. Choose the option to export the report to a comma separated values (.csv) file.



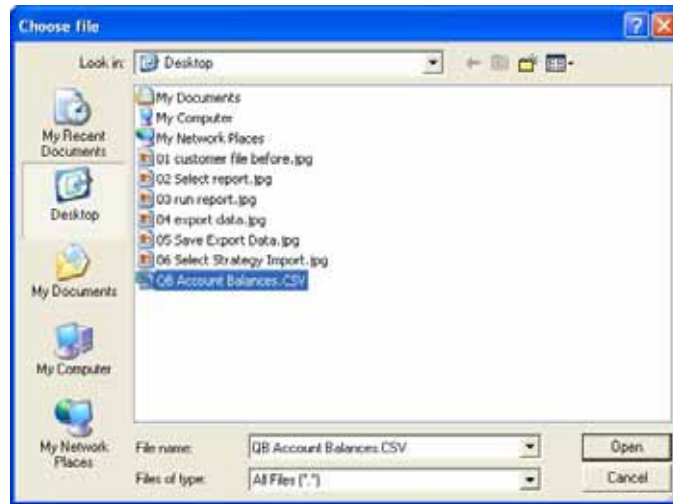
4. Click the Export button.
5. Save the file to the desktop. You can assign a name of your choosing.



## Import Data To Strategy Live

To import the data that was exported from QuickBooks, follow these steps:

1. In Strategy Live, go to Administration > Import A/R Balance.
2. Click the Browse button.
3. Select the file that was saved from the QuickBooks export and click Open.



4. Click the Upload button.
5. A prompt will be displayed to notify you of how many customers were updated.



## A/R Balance Checking

Strategy Live will now take the amount in the A/R Balance field, add the amount of all unbilled loads and check against the Credit Limit field of the customer record. If the customer does not have enough credit available the load will not be booked and an error message will be displayed.

