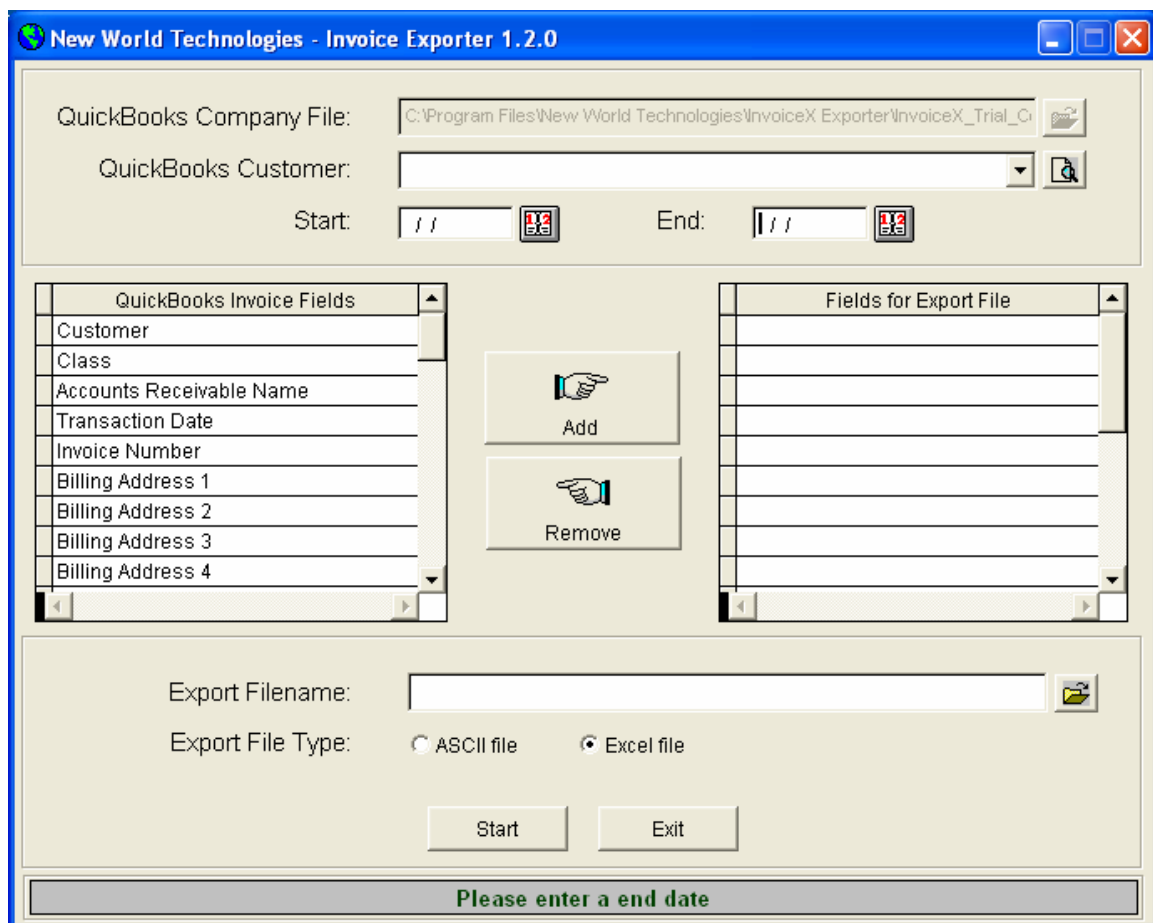


Invoice Exporter Operating Instructions

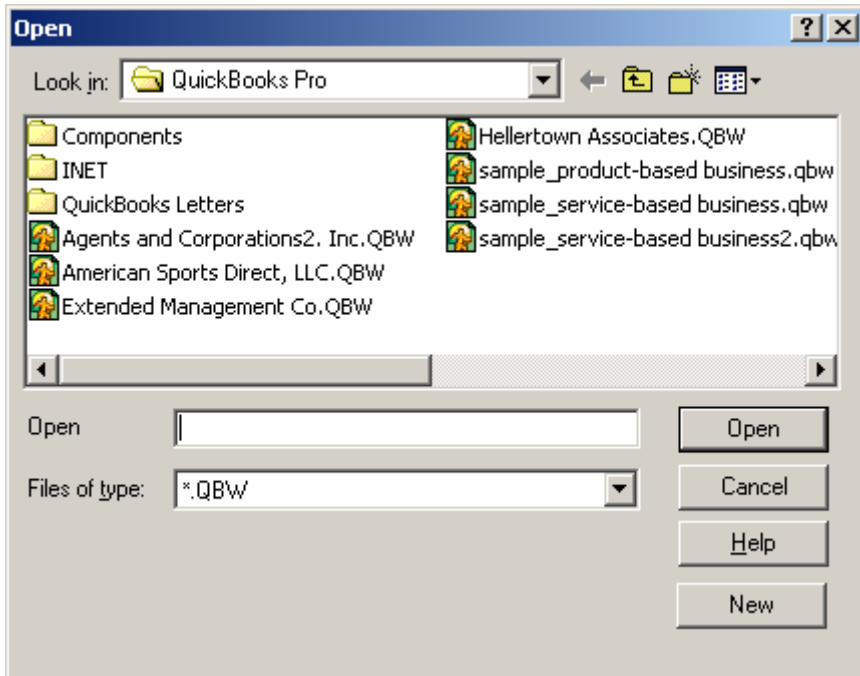
1. Select a QuickBooks Company File by clicking the open file button.

*If you're running the Invoice Exporter in **demo mode** the open file button to the right of the QuickBooks Company File field will be disabled.*

When running the application in demo mode you must have C:\Program Files\New World Technologies\Invoice Exporter\InvoiceX_Trial_Company.qbw opened in QuickBooks.



After clicking the open file button an open file dialog box will appear as seen below. Navigate to the location where your company file is stored and double click on the file name or highlight the filename and press the open button.

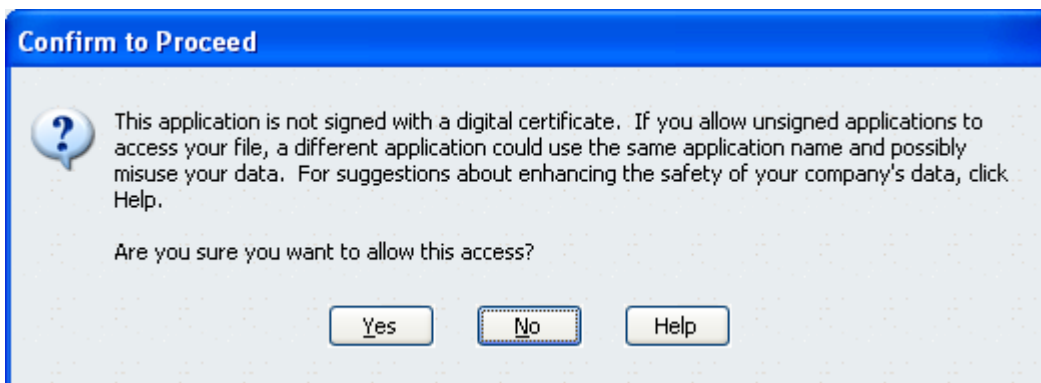


2. If the QuickBooks Company File you selected is being accessed by InvoiceX for the first time, QuickBooks will display a dialog window (*seen below*) requesting access to the selected company file. Click the “Yes, whenever this QuickBooks company file is open” option button to give InvoiceX access to the selected QuickBooks Company File.

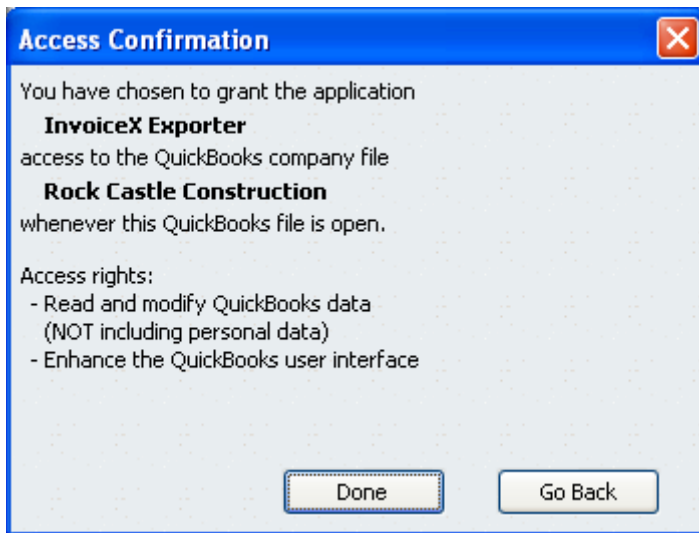
You’ll receive this prompt one time only for any QuickBooks Company File that has not been accessed by InvoiceX.



Next the dialog window below will appear to confirm your selection. Click the “Yes” button to confirm and proceed.



At this point you'll see the dialog window below which reviews the application's granted access. Click the “Done” button and you're ready to go.

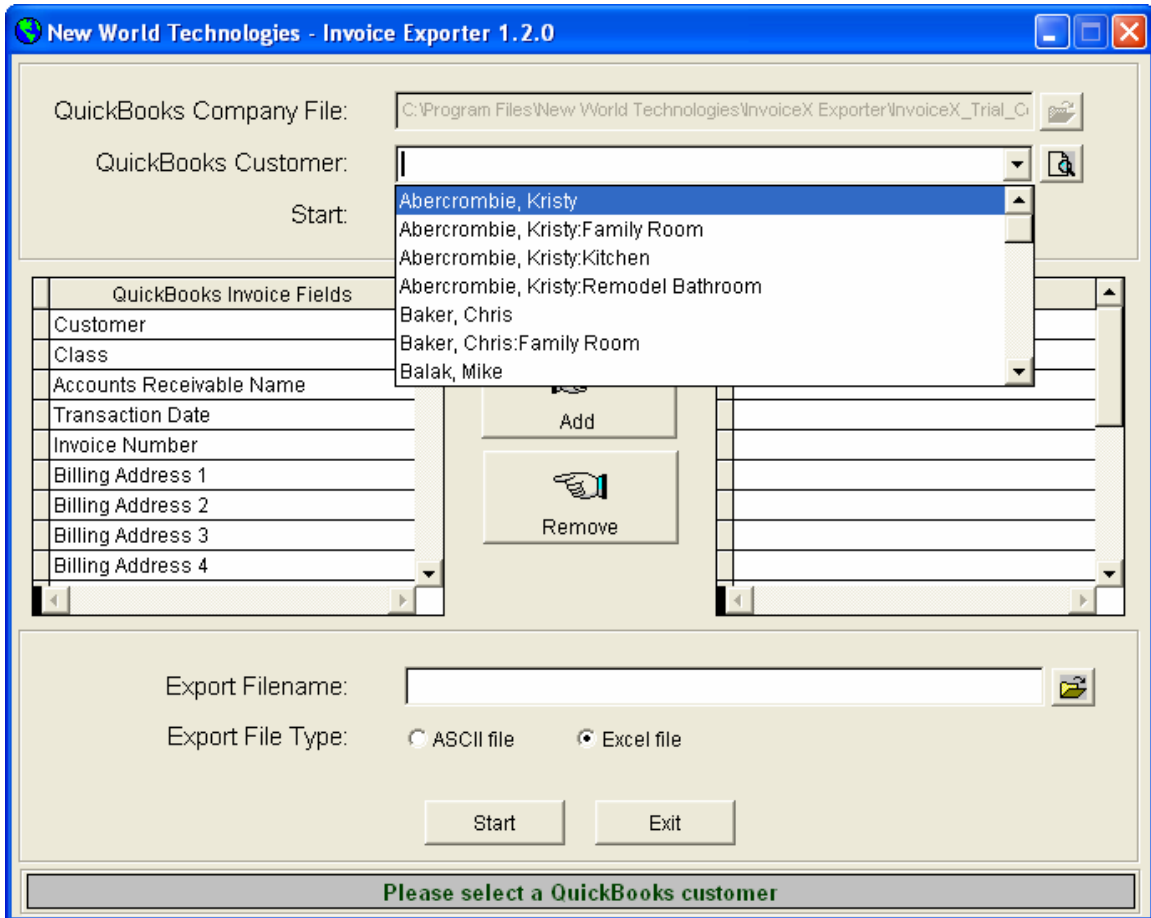


Now InvoiceX has permission to access the selected QuickBooks Company File.

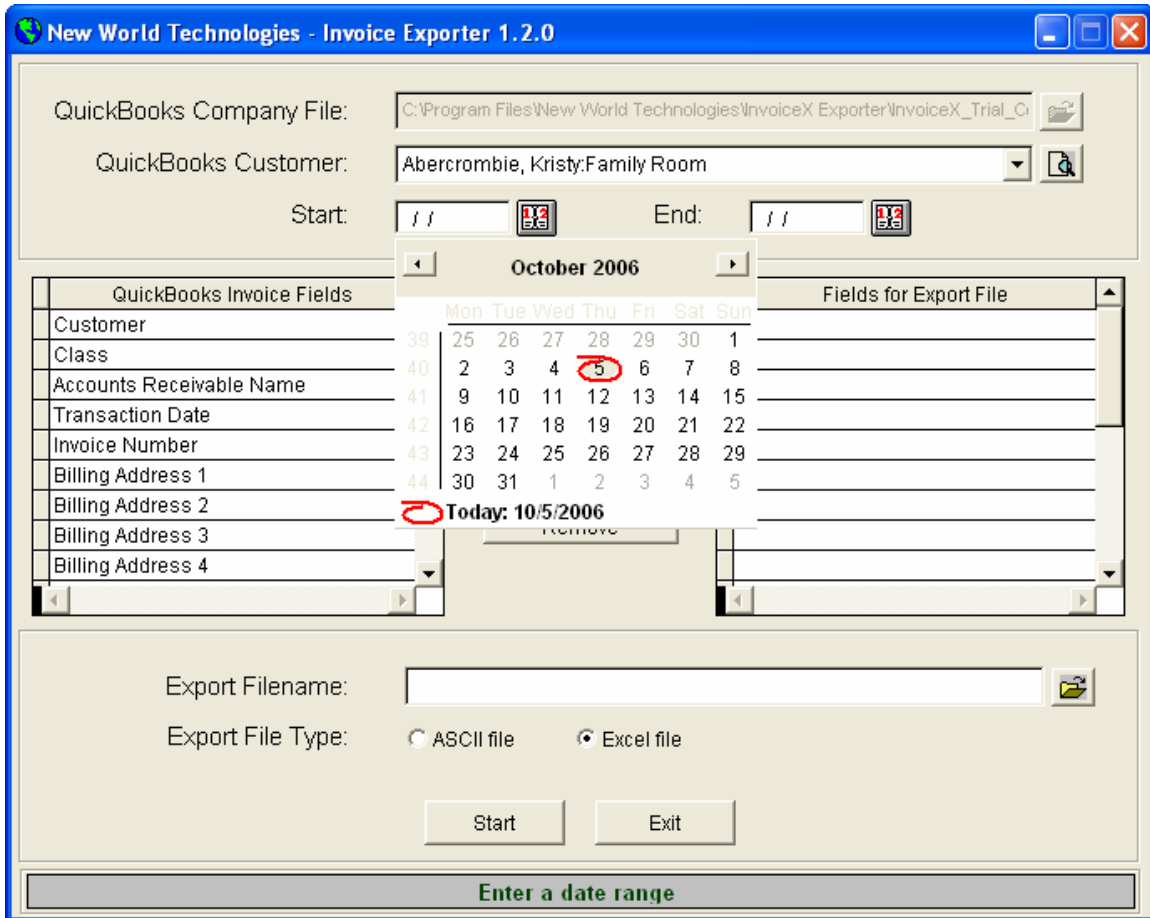
3. If you would like to export invoices for a specific customer from your QuickBooks customer list, press the button next to the QuickBooks Customer dropdown.

Pressing this button will query QuickBooks for its customer list and fill the QuickBooks Customer dropdown. If you're looking to export invoices for all customers, there is no need to select a customer.

If customer selection is left blank, InvoiceX will query QuickBooks for all invoices within the date range you specify.



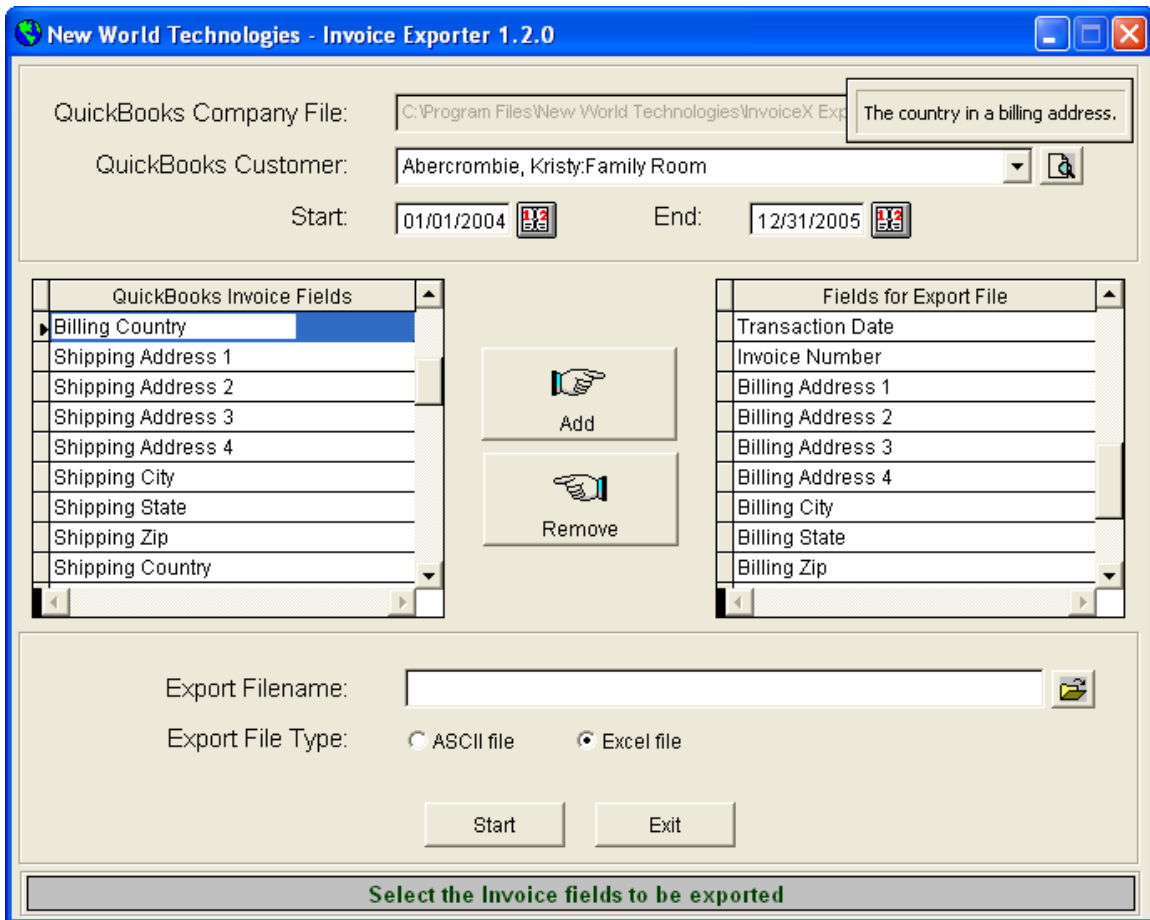
4. Select a start and end date range for the invoices you would like to export. You must enter a date range.



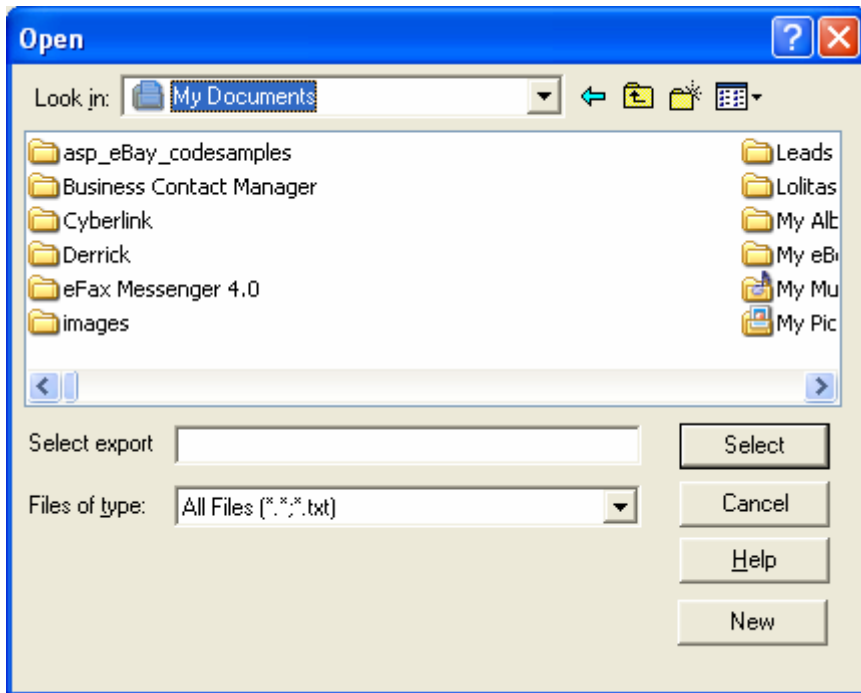
5. Next build your export file structure by highlighting fields in the QuickBooks field listing and clicking the add button. Your selection will be saved for future exports.

Your export file structure can be changed at any point by adding or removing fields in your Fields for Export file list.

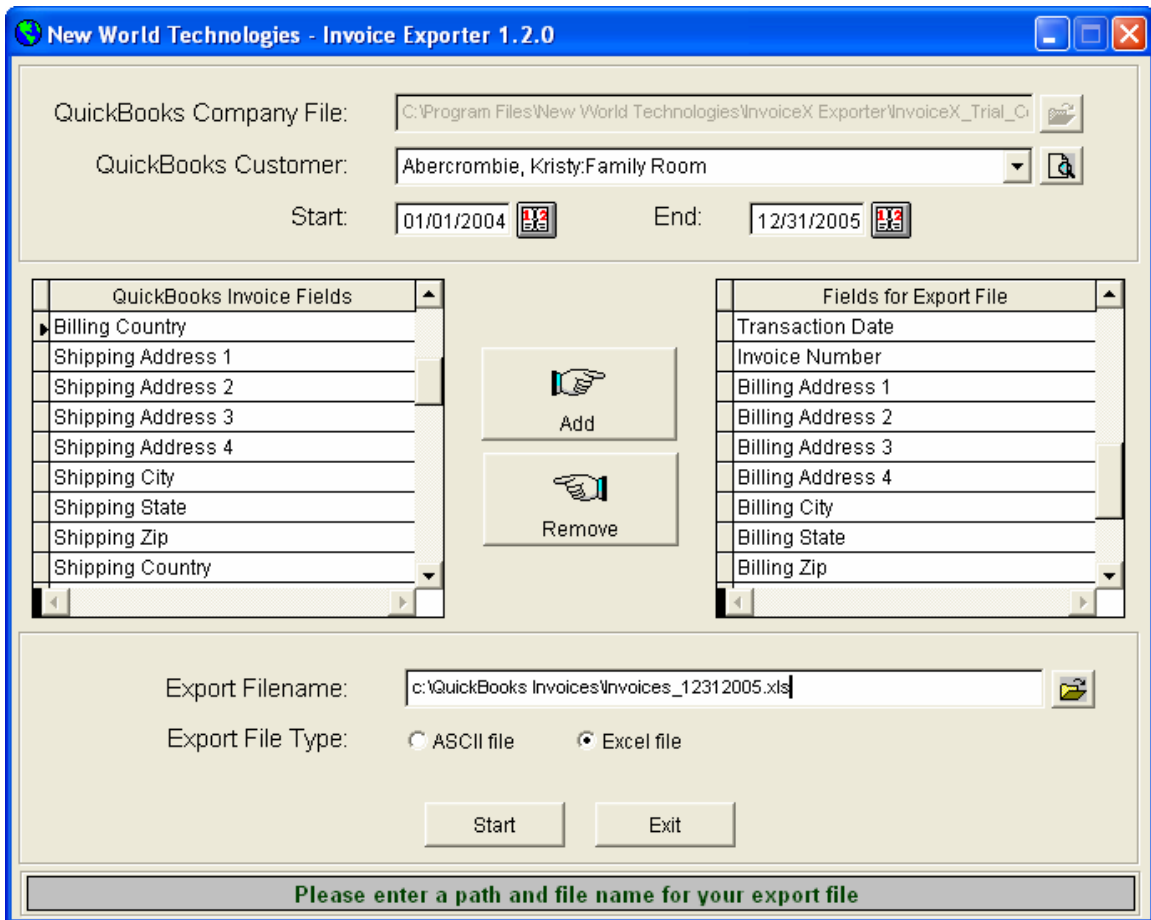
Get a detailed description for each item in the QuickBooks invoice field list by double clicking on the item.



6. Next you need to enter an export file name, click the open file button to select a folder where you want to store the export file. Next enter a file name in the “Select export” field, if you’re creating an excel export file, be sure to use an .xls extension on your file name.



Select a file type and click “Start” button to begin export.



Upon completion a message box will appear with the full name of your file.