



Uploading Invoices in Quickbooks - Accountifi

Readme

Version 1.0

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Table of Contents

| | |
|---|-------------------------------------|
| 1. Introduction | 3 |
| 1.1 Overview | 3 |
| 1.2 Common Use cases..... | 3 |
| 2. Requirements & Prerequisites..... | 3 |
| 2.1 System Requirements..... | 4 |
| 2.2 Prerequisites | 4 |
| 2.4 Disclaimers | 4 |
| 3. Getting Started | 5 |
| 3.1 Skill Matrix | 5 |
| 3.2 Installation Hierarchy | 5 |
| 3.3 Uninstall | Error! Bookmark not defined. |
| 3.4 Variables in this bot | 5 |
| 4. Logs..... | 7 |
| 5. Troubleshooting & Support | 8 |
| 5.1 Support | 8 |

1. Introduction

This document contains all the necessary information for the functioning of the Uploading Invoices in Quickbooks bot

1.1 Overview

This bot will take an Excel file(with few fields) as input from the user, converts it into the CSV file named "QB Import File.csv" that adheres to the Quickbook's CSV format for importing(Due Date will be automatically calculated in Excel).

The bot then logs into your Quickbooks account and uploads your Invoice list in your account.

1.2 Common Use cases

This bot is very handy when you have hundreds of Invoices in an Excel file. Importing Invoices is one of the fastest ways to create Invoices in such a case. It is much faster than manually entering Invoice details and creating Invoices one by one.

2. Requirements & Prerequisites

2.1 System Requirements

Windows 10 and above.

2.2 Prerequisites

Automation Anywhere Enterprise Edition v11 and above or Automation Anywhere Community Edition.

You should have Google Chrome installed in your system. You should have an Excel sheet with the list of all the Invoices.(Find the sample Invoice Excel file under the Input Folder)

If you want to run the bot for the second time or more make sure that you delete the 'QB Import File.csv' before running.It is automatically created by the bot.

2.3 Disclaimers

As of now, this bot will work with Quickbooks account with one company only – it can be modified to support multiple companies.

This bot will work for the Excel sheet in a particular format specified under the Input Folder as of now.It can be customized for other types too.

3. Getting Started

3.1 Skill Matrix

This bot has only one Task Bot. It is not dependent on any other bots.

3.2 Installation Hierarchy

- *Download the bot from the Bot Store*
- *Double click on the .msi file*
- *On Welcome to Installation wizard, click Next to continue,*
- *Click I agree to the terms in the license agreement radio button to accept the terms.*
- *Get/Copy the License key from Bot Store Downloads into license key, click Next to continue.*
- *Click Install to begin the installation.*
- *Click Finish to complete the installation.*
- *To view the installation, go to 'My Tasks' Folder on AAE Client to see the bot.*
- *Click on 'Quickbooks Import Invoice List.atmx' to run the bot.*

3.3 Uninstall

- *Open Add/Remove Programs -> Select the 'Uploading Invoices in Quickbooks - Accountifi' bot to be uninstalled*
- *Click uninstall*

3.4 Variables used in the Bot

- *For Credential Vault –*

You have to create credentials and add it to a new or an existing locker. This bot uses a locker called Xero Locker

| <i>Locker Name</i> | <i>Credentials Name</i> | <i>Attribute Name</i> | <i>Value</i> |
|--------------------------|-------------------------------|-----------------------|--|
| <i>Quickbooks Locker</i> | <i>Quickbooks Credentials</i> | <i>QB_UserName</i> | <i>Specify the login mailID of your Quickbooks Account</i> |
| <i>Quickbooks Locker</i> | <i>Quickbooks Credentials</i> | <i>QB_Password</i> | <i>Specify the password of your Quickbooks Account</i> |

- For this Bot –

| INPUT VARIABLES: Input Variables to be mentioned in this Table | | | | |
|---|-------------|------------------|--|---|
| Variable Name | Type | Mandatory | Purpose | Example Input |
| <i>vInvoiceFilePath</i> | <i>Text</i> | <i>Yes</i> | <i>The Excel File with the list of all the Invoices. This value is prompted from the user.</i> | <i>C:\Folder_path\Quickbooks Invoice List.xlsx</i> |
| <i>vImportFilePath</i> | <i>Text</i> | <i>Yes</i> | <i>The path of the CSV file that is created. The filename is specified as QB Import File.csv</i> | <i>C:\Folder_path\QB Import File.csv</i> |
| <i>vErrorFolder</i> | <i>Text</i> | <i>Yes</i> | <i>This is the error folder which contains the Logs folder and the Snapshot Folder</i> | <i>C:\your file path\ Free Agent Balance Sheet Comparison - Accountifi\Error Folder</i> |
| <i>vLogFolder</i> | <i>Text</i> | <i>Yes</i> | <i>This folder contains the logs in case of error</i> | <i>C:\your file path\ Free Agent Balance Sheet Comparison - Accountifi\Error Folder\Logs</i> <i>Update the file_path to your corresponding path</i> |
| <i>vSnapshotFolder</i> | <i>Text</i> | <i>Yes</i> | <i>This folder contains the snapshots of error in case of error</i> | <i>C:\your file path\ Free Agent Balance Sheet Comparison - Accountifi\Error Folder\Snapshots</i> <i>Update the file_path to your corresponding path</i> |

4. Logs

Each Bot error logs in the following structure :

. o Error Folder

- *Logs*

- *Error Logs Month-Day-Year.txt: In case of any error, this file logs error message along with time stamp*

- *Snapshots*

- *Error Snap Month-Day-Year.png: In case of any error, this file captures screenshot of error.*

Task Status of bot is set to failed in case of errors.

5. Troubleshooting & Support

5.1 Support

You can contact info@accountifi.co for any support regarding the bot.