

# CabVista Invoicing

## Step 4: Export to Sage or QuickBooks (optional step)

### > Export to Sage:

If you are using **SageLine50** or **Sage50 Accounts** you can export the invoices you created (in Step 3 above) into a file, which you can then import into Sage.

**To export from CabVista**, follow these steps:

- (a) Click on “to Sage or QB” then on “Sage”. You are shown a list of the invoices you created earlier.
- (b) If you are performing the export for the first time, click on “Sage set-up” and choose the Sage “Nominal Account Ref.” that you want these invoices to appear in. Then click Close.
- (c) To start the export, click “Export invoices now”, and follow the on-screen instructions. This saves your invoices into a file called **sage-inv.csv**.

**To import into Sage**, follow these steps:

- (a) Start **Sage**, then at the main screen, go to “File → Import ...”
- (b) Click on “**Transactions**” (**SageLine50**) or “**Audit Trail Transactions**” (**Sage50**), then click “Run”.
- (c) Browse for the file created in CabVista (**sage-inv.csv**), by choosing the folder where you stored your export in step (c) above in the “Drives” box, then double-clicking on the filename “**sage-inv.csv**”.
- (d) Sage will report when the import has been completed successfully. Thereafter, continue in Sage as you would normally.

### > Export to Intuit QuickBooks:

If you are using **Intuit QuickBooks** you can export the invoices you created (in Step 3 above) into a file, which you can then import into QuickBooks.

**To export from CabVista**, follow these steps:

- (a) Click on “to Sage or QB” then on “QuickBooks”. You are shown a list of the invoices you created earlier.
- (b) If you are performing the export for the first time, click on “QuickBooks set-up” and choose the QuickBooks Accounts that you wish to use. Then click Close.
- (c) To start the export, click “Export invoices now”, and follow the on-screen instructions. This saves your invoices into a file called **QB-Inv.iif**.

**To import into QuickBooks**, follow these steps:

- (a) Start **QB**, then at the main screen, go to “File → Import → IIF Files...”
- (b) Browse for the file created in CabVista (**QB-Inv.iif**), by choosing the folder where you stored your export in step (c) above.
- (c) **QB** will report when the import has been completed successfully.

### Notes on the imports into Sage or QuickBooks:

(1) The reason you import into Sage or QuickBooks is so you can apply payments, and for your end-of-year-accounts and your accountant. Note that only the *invoice number, net, VAT, gross* and *date* are imported – not the *detail* of the invoice, which remains in CabVista. Once the invoices are in Sage or QuickBooks, you can apply payments, etc in your usual way.

(2) For a successful import, your “Account codes” must be the same in both systems. If they currently differ, you can use the “**Sage/QB Ref**” box on the “Invoicing” page of the Account Customers screen (go to “Basic Data → Account Customers”).