



INVOICING LINK USER GUIDE

Version: 2022.0



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Introduction

Thank you for choosing SMART Estimator.

SMART Estimator **Invoicing link** allows you to push data from SMART Estimator into the following accounting packages:

- ▶ Sage 50 desktop
- ▶ Quickbooks desktop
- ▶ Xero

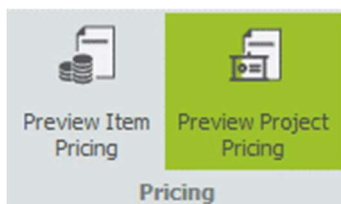


Other versions may or may not have suitable imports. Contact your accounting package provider before purchasing or using Invoicing link.



Make sure you have created some items and scaffolds before using the Invoicing link!

To access the **Invoicing link** exports, open the **Price IT** tab and choose the **Preview Project Pricing** view.



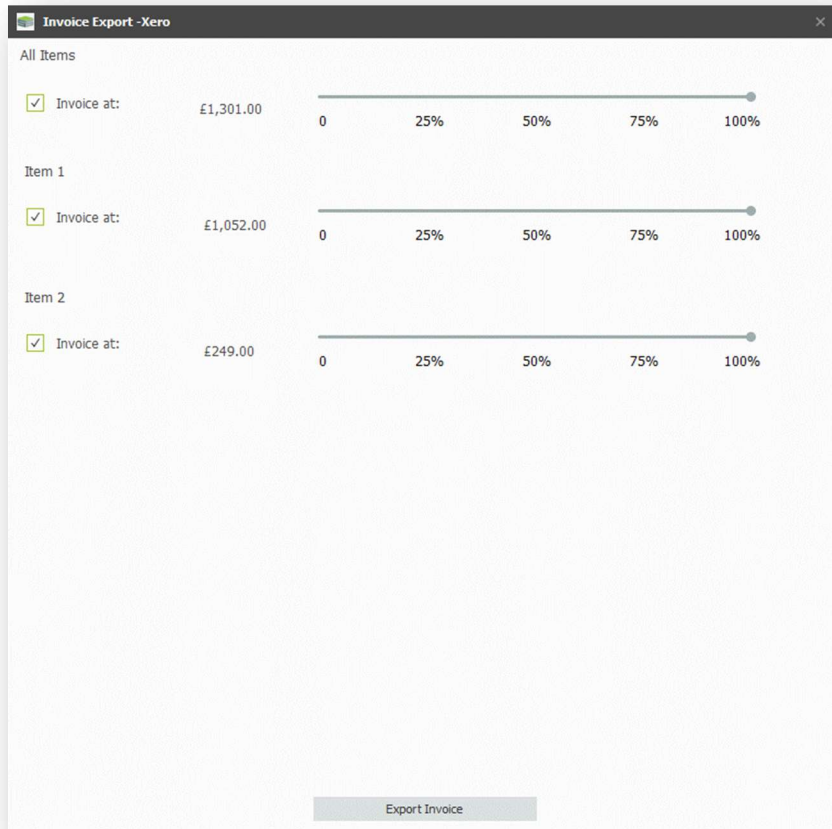
In this view, some export buttons are available. Choose the one for the accounting package you want to export to:



Export Xero Invoice

Choose how much to invoice

After choosing to export to Xero, a pop-up message like this will appear:



Section	Invoice at:	Value	Percentage
All Items	✓ Invoice at:	£1,301.00	100%
Item 1	✓ Invoice at:	£1,052.00	100%
Item 2	✓ Invoice at:	£249.00	100%

Export Invoice

Drag the scroll bars to choose what percentage of each item to invoice. The top bar (All Items) will update automatically to show what percentage of the overall total you are invoicing.

To set all items to the same percentage, drag the top (All Items) bar only.

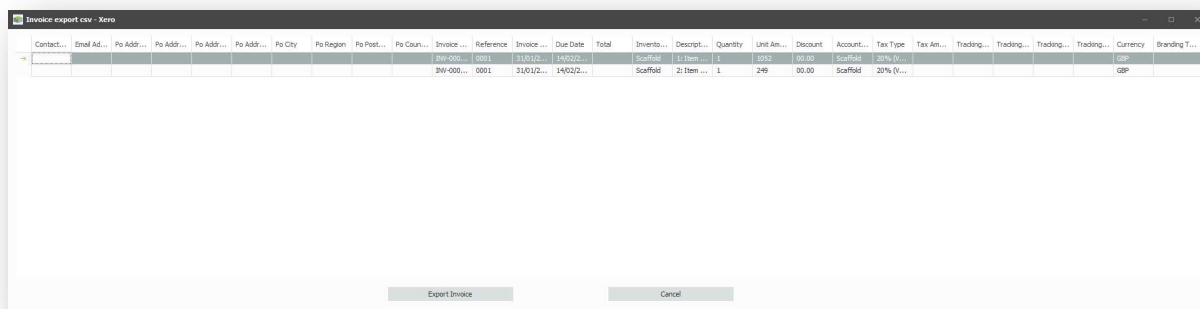
Finally, press **Export Invoice** to review the export file that will be created.

Review the export file

Now, review the values that will be pushed through to the export.



You should not add the comma symbol “,” to any text, as this will break the export file.



Contact...	Email Ad...	Po Addr...	Po Addr...	Po Addr...	Po City...	Po Region...	Po Coun...	Invoice...	Reference	Invoice...	Due Date	Total	Invento...	Descript...	Quantity	Unit Am...	Discount	Account...	Tax Type	Tax Am...	Trading...	Trading...	Trading...	Trading...	Currency	Branding T...
								999-000...	0001	31/01/2...	14/02/2...		Scaffold	1: Item...	1	3552	00.00	Scaffold	20% (V...						GBP	
								999-000...	0001	31/01/2...	14/02/2...		Scaffold	2: Item...	1	249	00.00	Scaffold	20% (V...						GBP	

Review the values and press **Export Invoice**.

You will be prompted to save the export file. Choose a location and press save.

Import into Xero



CADS are not responsible for developing, maintaining or supporting Xero. For any assistance with the following steps, please contact your Xero provider. This information is accurate to the best of CADS knowledge at the time of publication.

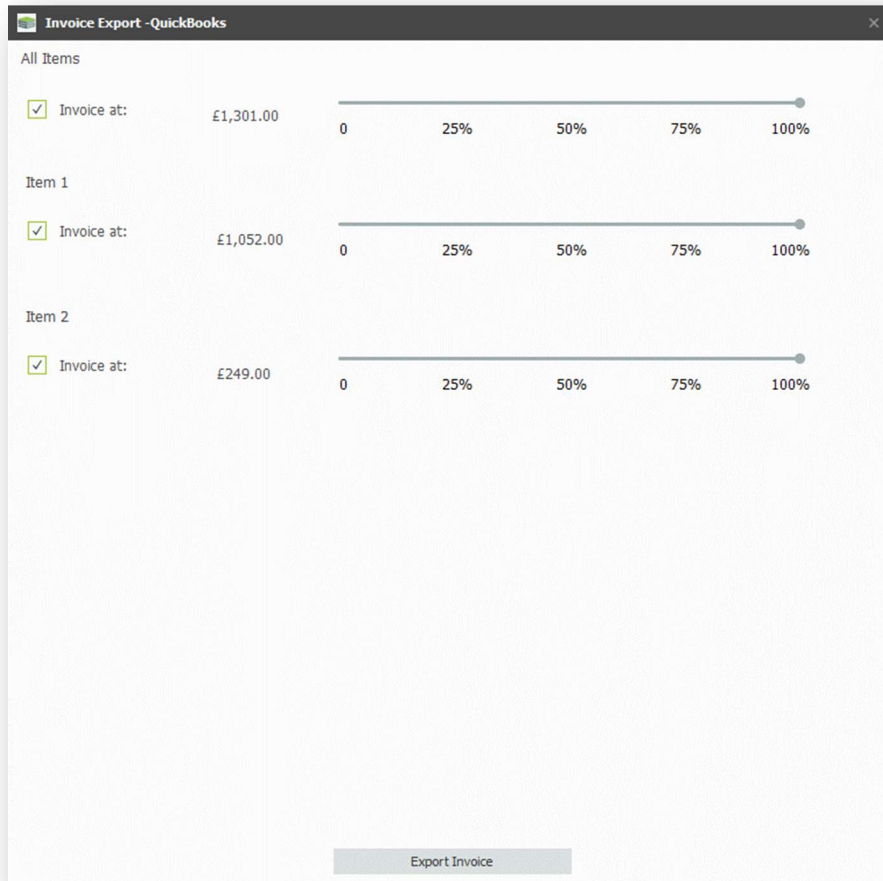
The video at this location may help with importing data into Xero:

<https://tv.xero.com/detail/video/5127747322001/importing-sales-and-purchases-in-xero>

Export QuickBooks Invoice

Choose how much to invoice

After choosing to export to QuickBooks, a pop-up message like this will appear:



Item	Invoice at:	Percentage
All Items	£1,301.00	100%
Item 1	£1,052.00	100%
Item 2	£249.00	100%

Export Invoice

Drag the scroll bars to choose what percentage of each item to invoice. The top bar (All Items) will update automatically to show what percentage of the overall total you are invoicing.

To set all items to the same percentage, drag the top (All Items) bar only.

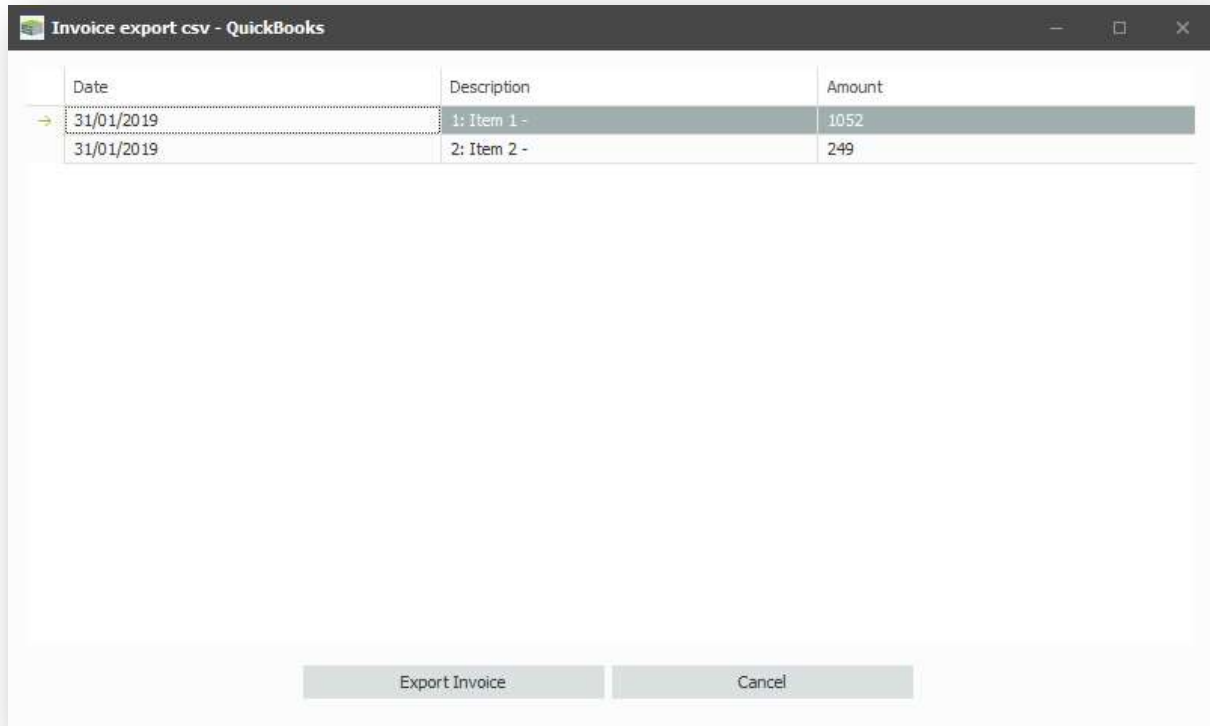
Finally, press **Export Invoice** to review the export file that will be created.

Review the export file

Now, review the values that will be pushed through to the export.



You should not add the comma symbol “,” to any text, as this will break the export file.



Date	Description	Amount
31/01/2019	1: Item 1 -	1052
31/01/2019	2: Item 2 -	249

Export Invoice Cancel

Review the values and press **Export Invoice**.

You will be prompted to save the export file. Choose a location and press save.

Import into QuickBooks



CADS are not responsible for developing, maintaining or supporting QuickBooks. For any assistance with the following steps, please contact your QuickBooks provider. This information is accurate to the best of CADS knowledge at the time of publication.

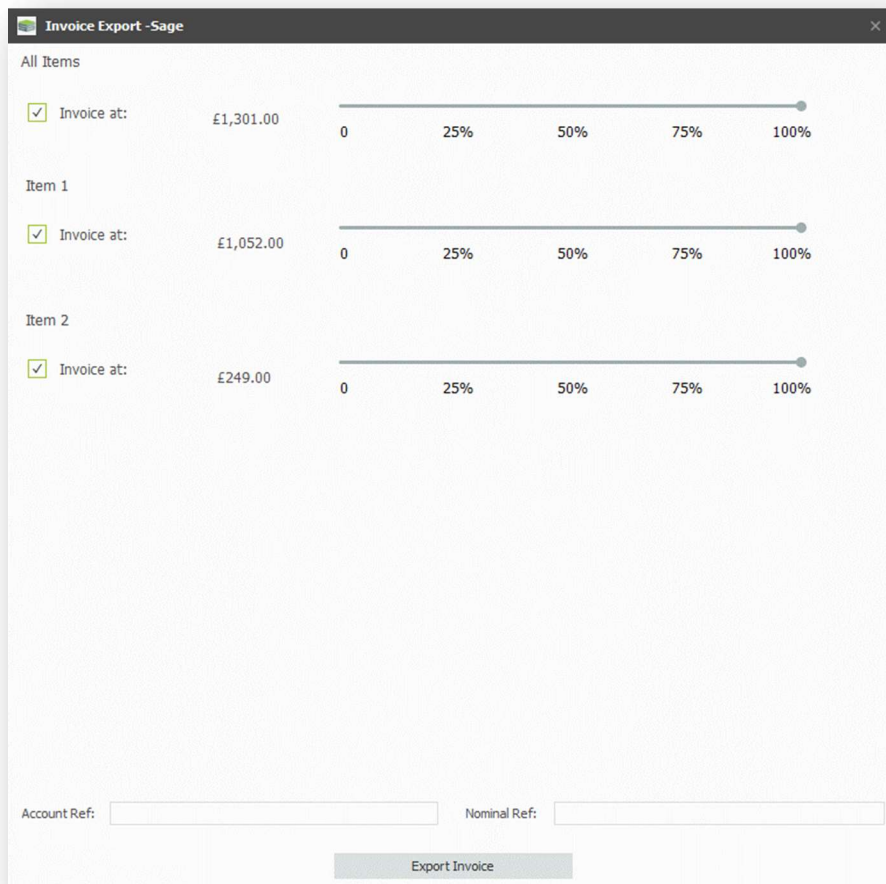
The information at this location may help with importing data into QuickBooks:

<https://community.intuit.com/articles/1458636-import-bank-transactions-from-excel-csv-file-to-quickbooks-online>

Export Sage Invoice

Choose how much to invoice

After choosing to export to Sage, a pop-up message like this will appear:



Item	Invoice at:	Percentage
All Items	£1,301.00	100%
Item 1	£1,052.00	100%
Item 2	£249.00	100%

Account Ref: Nominal Ref:

Export Invoice

Drag the scroll bars to choose what percentage of each item to invoice. The top bar (All Items) will update automatically to show what percentage of the overall total you are invoicing.

To set all items to the same percentage, drag the top (All Items) bar only.

Sage requires an **Account Ref** and **Nominal Ref**, which will be determined by your settings in Sage. If you don't know these, you should find them out now. Enter these values in the boxes.

Finally, press **Export Invoice** to review the export file that will be created.

Review the export file

Now, review the values that will be pushed through to the export.



You should not add the comma symbol “,” to any text, as this will break the export file.

Invoice export csv - Sage

Type	Account Ref...	Nominal Code	Department ...	Date	Reference	Details	Net Amount	Tax Code	Exchange Rate	Extra Refer...	User Name	Project Refe...	Cost Code R...	Description	Amount
SI		0		31/01/2019			1052.00	T11	1.00	INVOICE					
SI		0		31/01/2019			249.00	T11	1.00	INVOICE					

Export Invoice Cancel

Review the values and press **Export Invoice**.

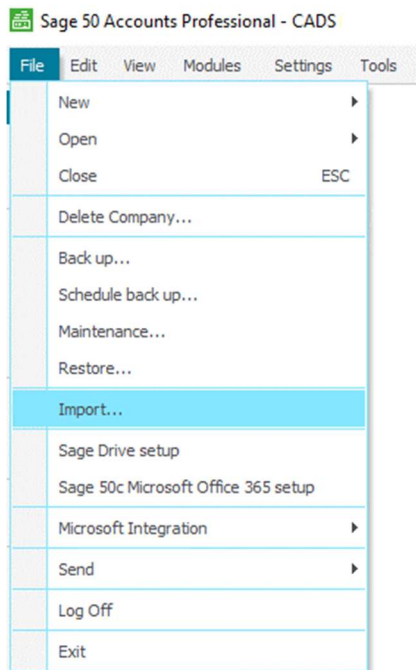
You will be prompted to save the export file. Choose a location and press save.

Import into Sage

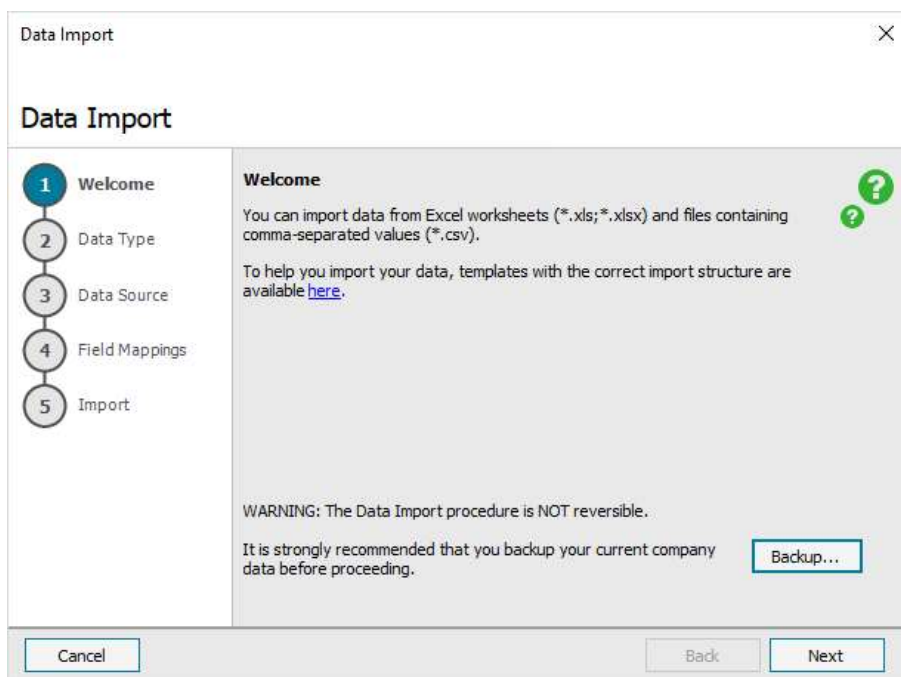


CADS are not responsible for developing, maintaining or supporting Sage. For any assistance with the following steps, please contact your Sage provider. This information is accurate to the best of CADS knowledge at the time of publication.

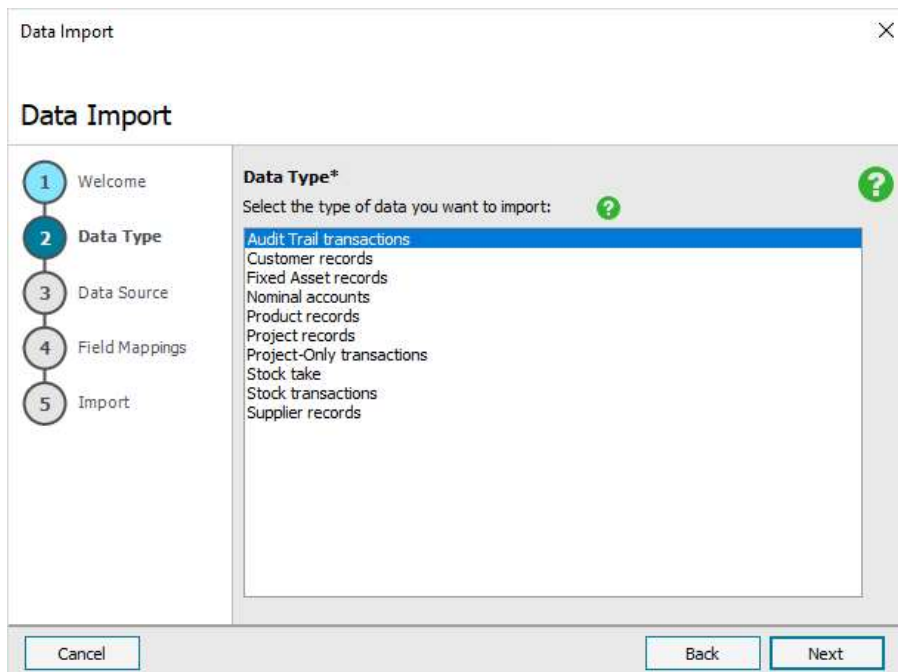
To import into Sage, Choose **File**, then **Import...**



► Press **Next**.

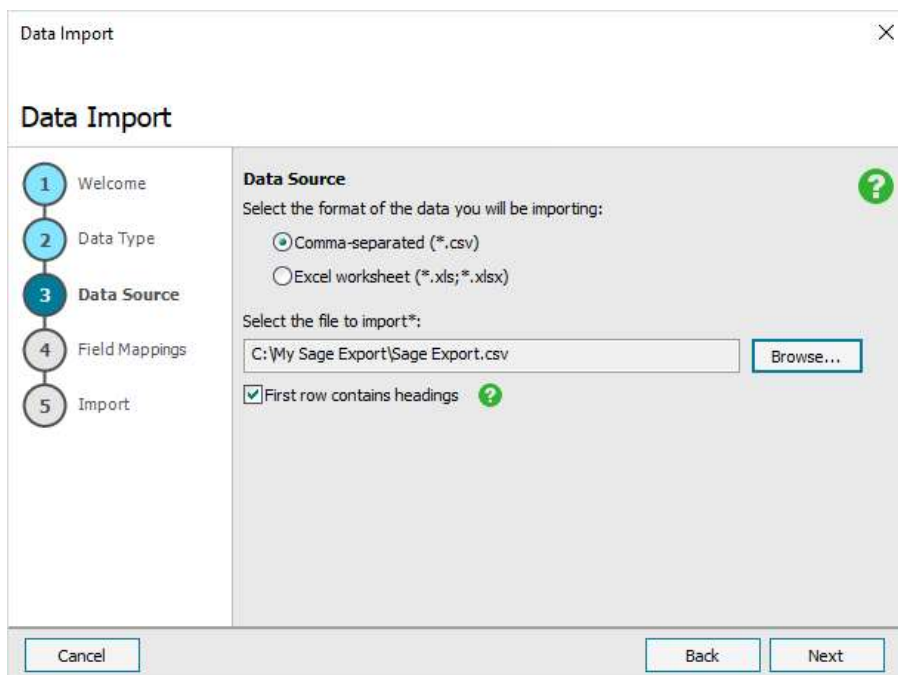


- Choose **Audit Trail transactions** and press **Next**.



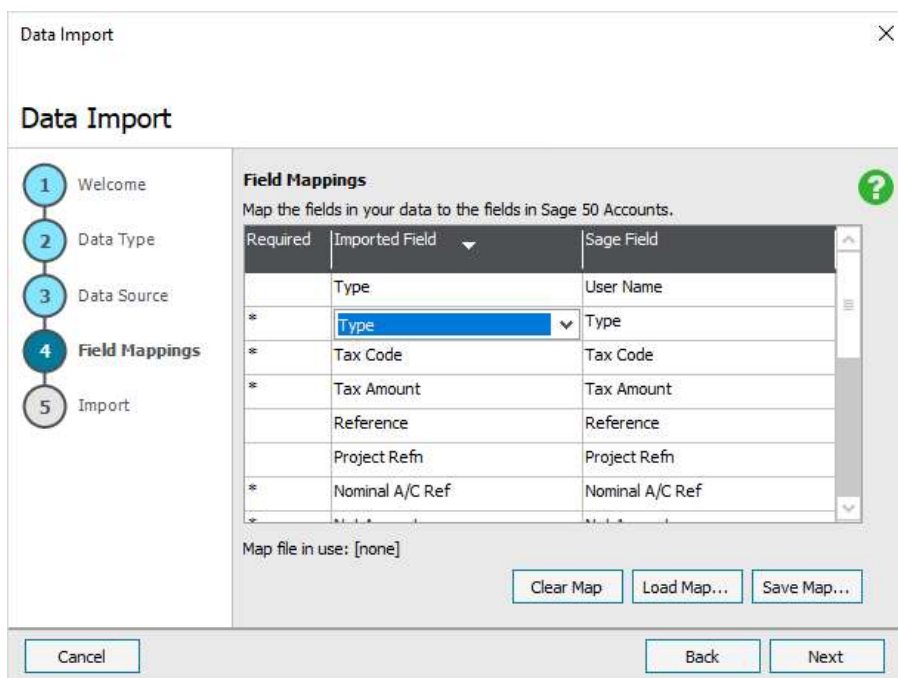
The 'Data Import' dialog box is shown at step 2, 'Data Type'. The left sidebar contains a progress indicator with five steps: 1 Welcome, 2 Data Type (current), 3 Data Source, 4 Field Mappings, and 5 Import. The main area is titled 'Data Type*' and includes a help icon. Below the title, it says 'Select the type of data you want to import:'. A list of data types is displayed, with 'Audit Trail transactions' selected and highlighted in blue. The other options are: Customer records, Fixed Asset records, Nominal accounts, Product records, Project records, Project-Only transactions, Stock take, Stock transactions, and Supplier records. At the bottom, there are three buttons: 'Cancel', 'Back', and 'Next'.

- Press **Browse...**, select your export file and press **Next**.



The 'Data Import' dialog box is shown at step 3, 'Data Source'. The left sidebar shows the progress indicator with step 3 'Data Source' highlighted. The main area is titled 'Data Source*' and includes a help icon. It says 'Select the format of the data you will be importing:'. There are two radio button options: 'Comma-separated (*.csv)' (which is selected) and 'Excel worksheet (*.xls;*.xlsx)'. Below this, it says 'Select the file to import*:' followed by a text box containing 'C:\My Sage Export\Sage Export.csv' and a 'Browse...' button. At the bottom of the main area, there is a checked checkbox labeled 'First row contains headings' with a help icon. The bottom of the dialog has 'Cancel', 'Back', and 'Next' buttons.

- Usually, there will be no changes required on this screen, so press **Next**.



Data Import

1 Welcome
2 Data Type
3 Data Source
4 **Field Mappings**
5 Import

Field Mappings
Map the fields in your data to the fields in Sage 50 Accounts.

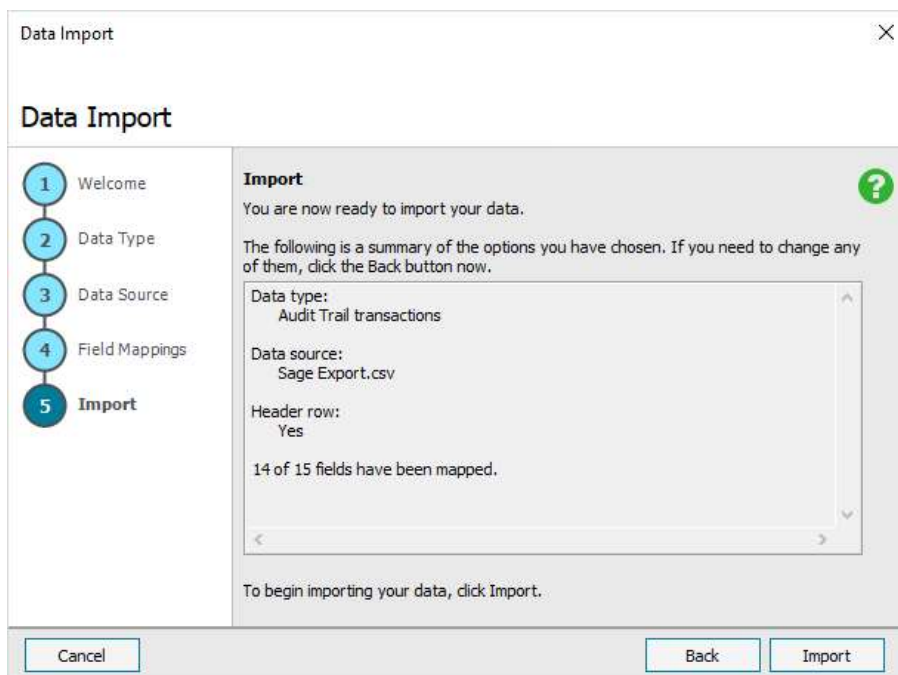
Required	Imported Field	Sage Field
	Type	User Name
*	Type	Type
*	Tax Code	Tax Code
*	Tax Amount	Tax Amount
	Reference	Reference
	Project Refn	Project Refn
*	Nominal A/C Ref	Nominal A/C Ref

Map file in use: [none]

Clear Map Load Map... Save Map...

Cancel Back Next

- Press **Import**.



Data Import

1 Welcome
2 Data Type
3 Data Source
4 Field Mappings
5 **Import**

Import
You are now ready to import your data.

The following is a summary of the options you have chosen. If you need to change any of them, click the Back button now.

Data type:
Audit Trail transactions

Data source:
Sage Export.csv

Header row:
Yes

14 of 15 fields have been mapped.

To begin importing your data, click Import.

Cancel Back Import

You have now imported you data into Sage.

Using the other SMART Estimator products

The best way to use the SMART Estimator products is to use them together. Every product is designed to enhance the rest of the suite.

SMART Estimator **Invoicing link** can be used with the rest of the SMART Estimator products:

Model IT, Schedule IT and BIM Toolbox

Create the scaffolds that will be invoiced.

Report IT

Take your schedule of scaffolds and create instant reports of the components used, including the weight as well as technical drawings.

Price IT

Price IT is required to use **Invoicing link**.

Quote IT

Generate quotations for the invoiced project.



For more information about the other SMART Estimator products, please refer to their user guides, which are available from the Help tab.

Feedback

Thank you for choosing SMART Estimator.

We are always striving to improve the product so please contact us with your feedback. We are always keen to hear new ideas and if you experience any problems with the software we want to hear about them so that they can be resolved.



You can contact us via:

- ▶ Our website support centre at www.smartscaffolder.com/support.html;
- ▶ Email on support@smartscaffolder.com;
- ▶ Telephone on +44 (0)1202 603733 from Monday to Friday between 09:30 and 17:00.