eZ Credit Card Import – Getting Started Guide

Features

eZ Credit Card Import enables Wells Fargo's Commercial Card clients to integrate their credit card transaction data from CCER into QuickBooks. eZ Credit Card Import automates the import process which eliminates manual entry and reduces the risk of error resulting from data input. eZ Import is an intuitive interface that mirrors QuickBooks and provides rich features:

- Map transactions based upon certain transaction fields (e.g., Merchant, MCC Code)
- Split transactions across expense accounts and customers
- Assign transactions to a customer and make that transaction billable to a customer
- Create new vendors and assign data mappings
- Filter a selection of payees, customers, accounts and classes

System Requirements

Prior to installing eZ Credit Card Import, check with your Wells Fargo Sales or Account Manager to ensure your CCER export file is formatted per the eZ Credit Card specification. eZ Credit Card Import is compatible with the following:

Operating Systems
- Windows XP
- Windows 2003
- Windows Vista
- Windows 7

QuickBooks Version
- QuickBooks Simple Start 2006-2010
- QuickBooks Pro, Premier 2006-2010
- QuickBooks Enterprise 7-10
- QuickBooks Online Edition

Installation

The installation process takes just a few minutes depending on your Internet connection speed. Follow these simple steps:

1. Download eZ Credit Card Import from Zachary Systems' website at
   http://www.zacharysystems.com/banks/0005/wellsfargodownload.htm
2. Install eZ Credit Card Import
   The installation file is an executable that installs eZ Credit Card Import onto your computer.

Registration

When eZ Credit Card Import runs for the first time, you will be prompted to provide contact information about your company. You also will be asked to indicate which version of QuickBooks you are using. This information is used for Customer Service purposes.

Activation

After purchasing eZ Credit Card Import, an Activation Key will be sent to you by email. Simply enter the Activation Key when prompted and your license will be activated. If you have not purchased eZ Credit Card Import, you will be able to trial the product in demo mode for up to 14 days. During this period, you will be limited to importing a maximum of 5 transactions per session.
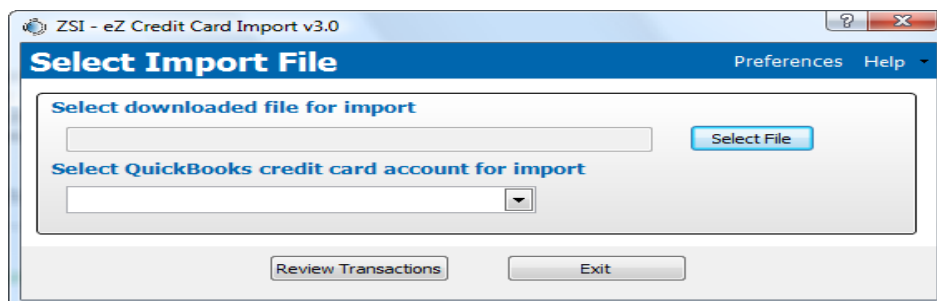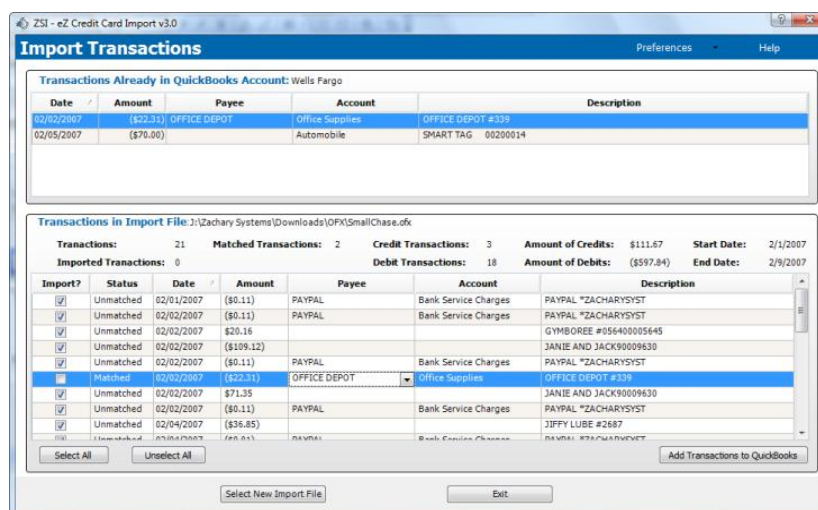
Importing Data

Once eZ Credit Card has been activated, you will be able to import into QuickBooks credit card transaction data downloaded from Wells Fargo's CCER application. Before launching eZ Credit Card Import, launch QuickBooks and open your company file. Also ensure that your CCER export file has been opened and saved as an Excel file.

1. Click on the eZ Credit Card icon on your desktop.
2. Select the CCER export file you would like to import.
3. Select the QuickBooks credit card account you would like to import into.

Your data will be displayed in the Import Transaction screen. From here you will be able to:

- Review and select which transactions to import
- Assign Payees and Accounts to specific transactions
- Create New Vendors and Customers and assign to specific transactions
- Split transactions across expense accounts and customers as well as many other features

Online Help

eZ Credit Card Import has extensive Online Help including How To guides and FAQs. Click on the "Help" link in the upper right corner of each screen.