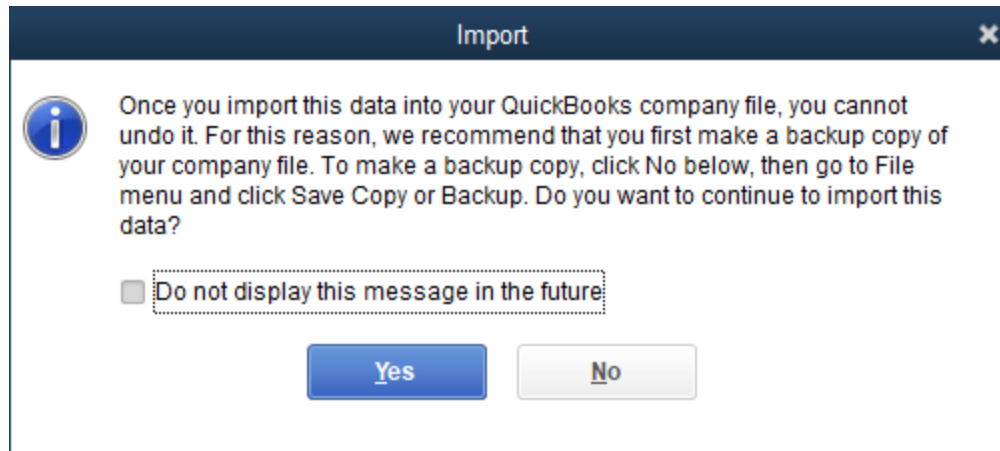


Import Your Chart Of Accounts

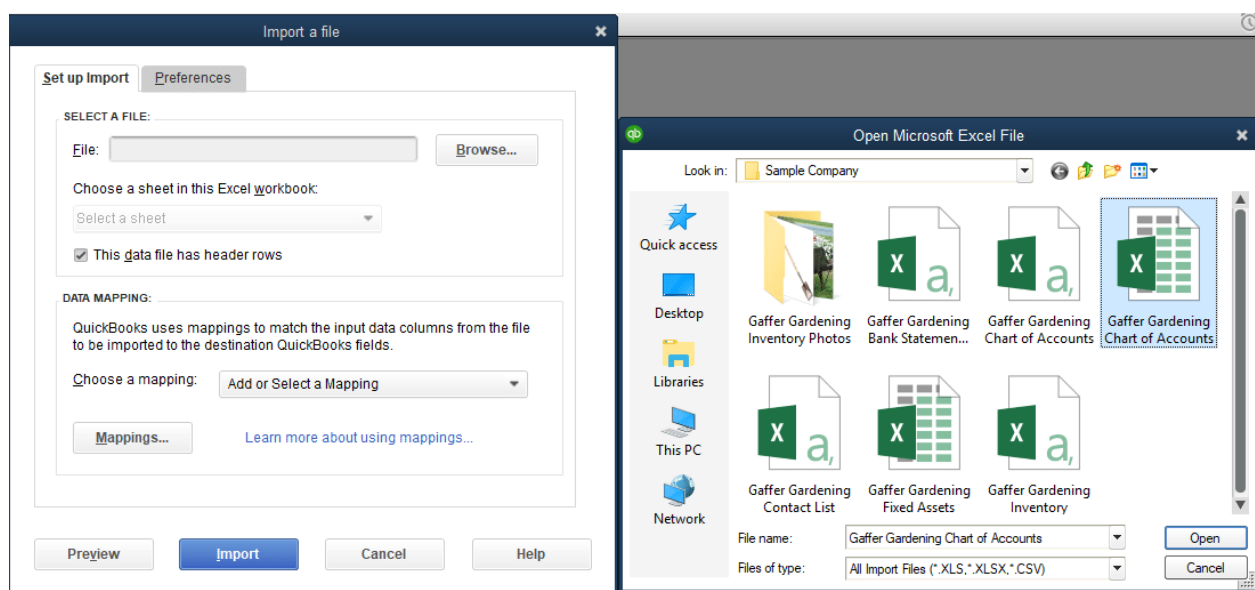


To import your chart of accounts, begin by going to Lists>Chart of Accounts>Accounts>Import from Excel.

*Note: QuickBooks Pro recommends **creating a backup company file** before importing your chart of accounts.*

Step 1: Select The Appropriate File

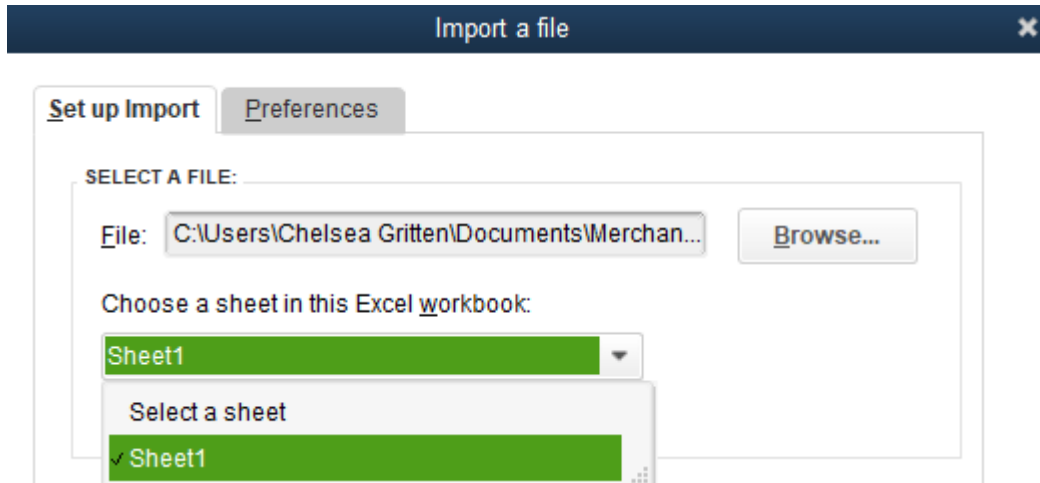
Click “Browse” and choose the Excel file with your chart of accounts in it.



Once you find the appropriate file, click “open.”

Step 2: Select A Sheet

Select the sheet your data is on.

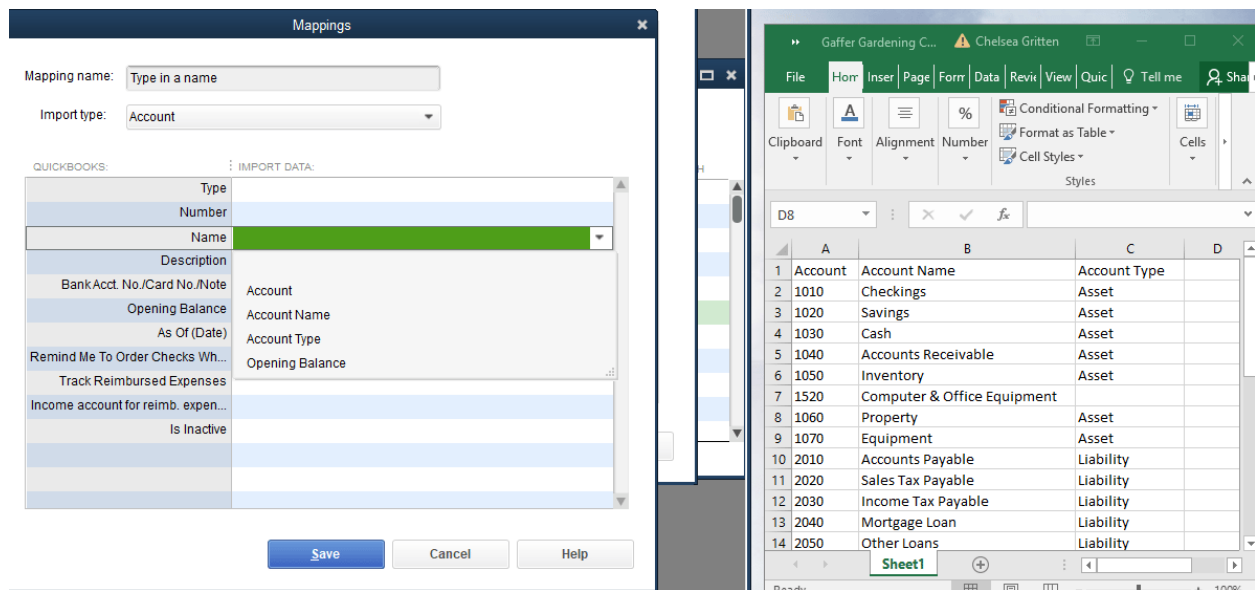


Step 3: Create A New Mapping

Next, you’ll need to create a new mapping. A mapping is basically how you tell QuickBooks to import your columns.

More likely than not, the column headings in your Excel file will differ from the column headings QuickBooks uses. So instead of having to change your Excel file, you can create a new mapping instead. Think of this as a big matching game.

Use the drop-down menu to select the Excel column you want attached to each QuickBooks heading. For example, we want our “Account Name” column in Excel to match the “Name” column in QuickBooks, so we clicked “Name” and selected the appropriate Excel column.



You can save the following chart of accounts information in QuickBooks:

- Type
- Number
- Name
- Description
- Bank Account Number/Credit Card Number
- Opening Balance
- As of (Date)
- Remind Me To Order Checks When I Print Number
- Track Reimbursable Expenses
- Income Account for Reimbursable Expenses
- Is Inactive

Once all of your column headings are mapped, don't forget to add a mapping name at the top of the screen before clicking the blue "Save" button in at the bottom of the screen.

Mapping name:

Step 4: Import Your File

Finally, you are ready to import your chart of accounts. Simply click the blue "Import" button and you're good to go.

Step 5: Agree To The Display Message

If this is your first import, you'll see a popup box warning that you can't undo imported information. Simply click "yes" to complete the import.