

Importing a Chart Of Accounts

This installment is devoted to importing a Chart Of Accounts from another Quickbooks company file.

Note that these steps are consistent with both the United States and the Canada versions of QuickBooks:

Note: Both the "Item List" and the "Payroll Item List" are dependent on the Chart of Accounts (COA). Ensure the COA is set up properly prior to working on the "Item List" and/or the "Payroll Item List" in any company file.

To import a Chart Of Accounts, the desired COA must originally be saved as an ".iif" file from another QuickBooks company file.

To **export** from that "other" company file, follow these steps.

1a. Click on:

- File
- Export
- IIF files

2a. Click beside (to the left of) the Chart of Accounts list name. Click "OK". Give the exporting file an appropriate name (not recommended to leave the asterisk "*" in the name). You must leave the file extension ".iif" intact. *Our Example: sample mfg COA*

3a. Send this file to an appropriate location such as a temp folder or your desktop. From there you can either import it into a new company file or send it to a CD or other medium.

Ensure you have a new company file open in QuickBooks. Ensure that the company file you wish to import into has "Account numbers" turned on if you plan on using account numbers and exported with account numbers on.

To **turn on account numbers** in the "receiving" company file, follow these steps.

1b. Click on:

- Edit
- Preferences
- The "Accounting" icon (first one along the left)
- Company Preferences

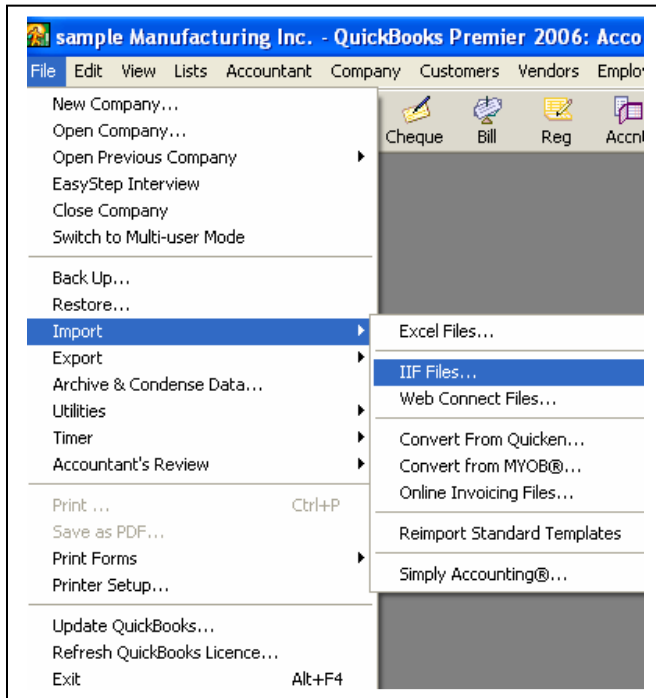
2b. Click to the left of "Use Account Numbers". Click OK.

To **import the existing COA into the "receiving" company file**, follow these steps.

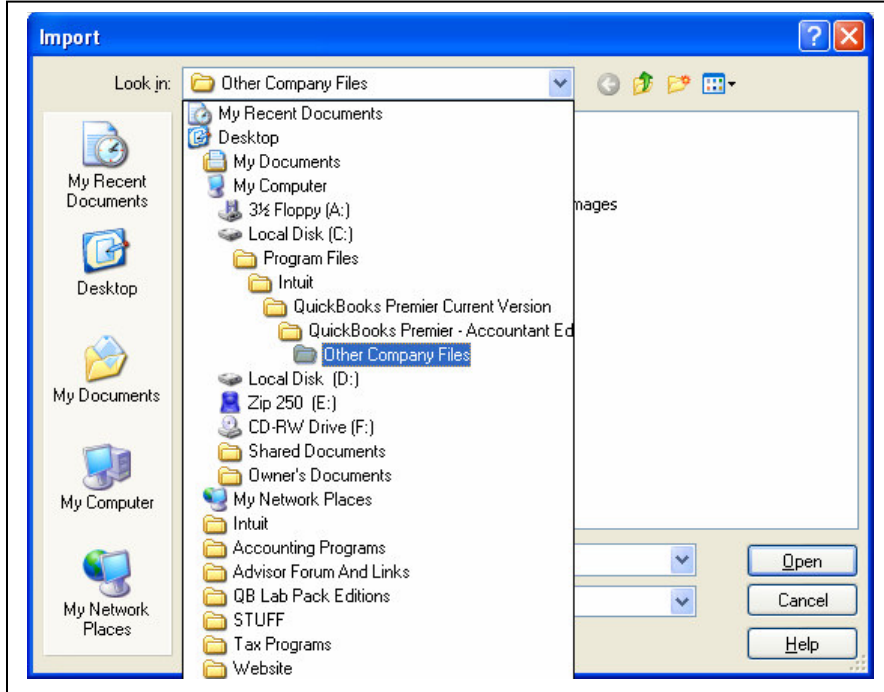
1c. From the company file without a COA (or with a bare bones COA), click on:

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- File
- Import
- IIF files



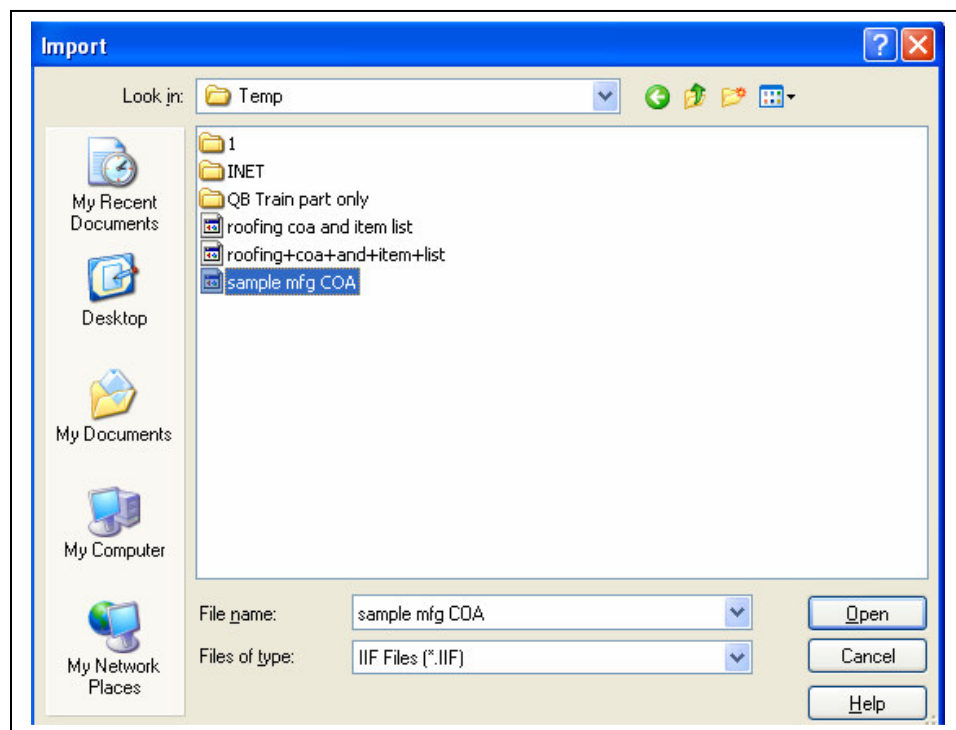
2c. At the top of the "Import" popup window is a field called "Look In". To the right of that field is a dropdown arrow. Click on the dropdown arrow.



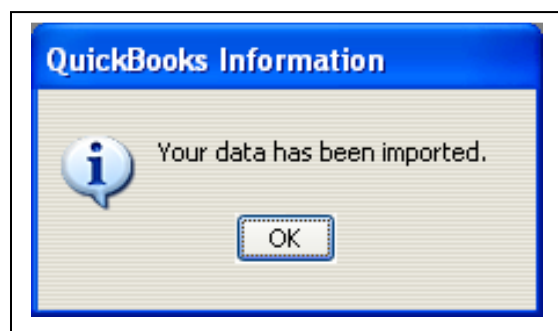
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3c. Browse at the top of the popup window to find the location of the ".iif" file that you want to import. Once you have located it, double-click on it. It will automatically load the accounts into your company file and add them to the COA that currently exists (there are usually a minimum of 2, sometimes 3 accounts that appear in the COA even if you did not select a COA when setting up the company file).



4c. QuickBooks will prompt you that the COA has been imported properly in the popup window called "QuickBooks Information". Click "OK".



If you receive a prompt that it could not import all accounts, it may be because the COA in your company file already had some of the "incoming" account names or account numbers. This may require you to manually peruse your COA at this time to see if there is duplication that needs to be addressed (some accounts may need to be merged together, others may need to be added manually).

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