

Instructions: Importing a File into Quickbooks

2006 & After Quickbooks Import

1. Double click on the attached file we sent to you in your email and save to your desktop
2. Open your quickbooks company
3. Click on "File" in the top left hand corner
4. Choose Utilities, Import, IIF Files...
5. Double click on the file you just saved on your desktop
6. The file will automatically begin to import
7. A message will appear when the file has completed importing
8. *If any error message appears, please write down the message, click cancel, and contact us immediately*
9. After completing the import, you can delete the file that you had previously saved on your desktop

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