



## QuickBooks Course

**Data Conversion : Importing Customer List, Vendor List and Open  
Summary Balances to QuickBooks**

# Course Outline

**01** Review field requirements for customer list and open Accounts Receivable balance importing

**02** Review field requirements for vendor list and open Accounts Payable Balance Importing

**03** Review importing options inside of QuickBooks plus Transaction Pro Importer and when each option is appropriate

**04** Raw data review and clean up using excel functions

**05** Using import options to get data into QuickBooks

# Learning Objectives



Describe 4 options for importing into QuickBooks



Identify the QuickBooks fields that can accept data on customer and vendor lists



Identify at least 6 excel functions to assist in cleaning up raw data in preparation for importing to QuickBooks

# Pro vs Con of using .iif File Format

## Pro

- Handles a lot of fields for list items
- Quick to get in list data
- You can get sample data easily

## Con

- 3 pages of potential errors on HOW12778
- Expect 2-3 rebuilds
- Single User Mode
- No error log

# Pro vs Con of Import from Excel

## Pro

- Advanced gives you more fields
- You can save your mappings for future use
- Gives you a little error information

## Con

- Sample Data not really accessible
- Simple import gives weird format
- Lists only

# Pro vs Con of Paste from Excel

## Pro

- List and transactions
- Points out errors
- Credit Memo and Invoice at once
- Can be done in multi-user mode

## Con

- Sample Data not really accessible
- Need to paste each column individually
- Can cause QB crashes

# Pro vs Con of Transaction Pro Importer

## Pro

- List and transactions
- Error log with codes and support site
- Save mapping
- Can be done in multi-user mode
- Runs slower – but generally very little data corruption

## Con

- CM/Invoice and VC/Bill are separate transaction
- Need to create your excel file
- No undo
- Additional cost