

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

Learning Objectives:

- 1) Differentiate between the 4 options and their format when importing lists into QuickBooks
- 2) Identify 6 Excel functions to assist in quickly cleaning up raw data in preparation for importing to QuickBooks

Use this instructional guide to quickly find locations of topics throughout this course. There are terms listed in this guide. Each term has the lesson video number, lesson name, and time(s) where you can find its usage in the course.

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Terms:

- ❖ **Batch Enter transactions:** Another format that can be used to import data. It allows you to copy and paste in transaction columns – like invoices and bills- from excel.
 - **Video 6** – Paste from Excel (10:15)
 - **Video 11** – AR Aging Import (41:00)
- ❖ **Concatenate:** An Excel function that allows us to merge several cells into one cell with proper formatting.
 - **Video 8** – Addresses in One Cell (18:50)
 - **Video 9** - Duplicate Customers (4:45; 10:00; 12:50; 22:30)
 - **Video 10** – Multiple Ship to Addresses (5:45)
- ❖ **Find & Replace:** An Excel function that allows us to find a word or phrase and mass replace it with a new word or phrase.
 - **Video 8** – Addresses in One Cell (14:50)
- ❖ **If, Then Formula:** This Excel formula allows you to run an “if, then” scenario. If X is true then return something, if X is not true then return something different.
=if(c2=c1,“XXX”,”) This tells excel – if C2 is equal to the cell above it, then put in three X’s. If not, leave the cell blank.
 - **Video 8** – Addresses in One Cell (12:00)
 - **Video 9** - Duplicate Customers (6:30)
 - **Video 11** – AR Aging Import (7:05; 27:00)
- ❖ **.iif File:** .IIF stands for Intuit Interchange Format. The .iif File is a proprietary file format created more than a decade ago to import and export lists and transactions with QuickBooks. Since its creation, QuickBooks has had two major database changes. The format has not been updated at all with those changes, but does still work today. In fact when you download the sample .iif files, there are examples from QBES 7.0 and later. This is an old way to do things. As I am sure you all have run across – it can also cause data corruption, so we advise to use them very sparingly. The .iif file format for lists is pretty simple to use, but for transactions can get quite difficult.
 - **Video 4** .iif File Format (whole video)
 - **Video 9** - Duplicate Customers (26:30)
- ❖ **Import from Excel Advanced Import:** Another format that can be used to import list data. It allows you to map columns from excel to fields in QuickBooks. It allows you to

import more fields than anywhere else in QuickBooks importing, including the credit card information for customers.

- **Video 5** – Import from Excel (4:55)
- ❖ **Import from Excel:** Another format that can be used to import list data only into QuickBooks
 - **Video 5** – Import from Excel (whole video)
- ❖ **Left function:** An Excel function that allows us to pull letters from a cell – it will start with the left side and return as many characters as we request.
 - **Video 9** - Duplicate Customers (21:00)
- ❖ **Paste from Excel:** Another format that can be used to import list data. It allows you to copy columns from excel and paste them into QuickBooks for customer and vendor list entry.
 - **Video 6** – Paste from Excel (whole video)
 - **Video 8** – Addresses in One Cell (23:05)
 - **Video 10** – Multiple Ship to Addresses (6:40)
- ❖ **Paste Special Values:** An Excel function that removes any formulas from the cells and replaces the formula with the value.
 - **Video 8** – Addresses in One Cell (21:10)
- ❖ **Proper:** An Excel function that fixes make the start of a word in Upper case and all letters in the word after in lower.
 - **Video 8** – Addresses in One Cell (17:30)
 - **Video 10** – Multiple Ship to Addresses (4:50)
- ❖ **Text to Columns:** An Excel function that allows us to segregate data from one cell into multiple cells based on what it is delimited with.
 - **Video 8** – Addresses in One Cell (3:00)
 - **Video 10** – Multiple Ship to Addresses (2:30)
- ❖ **Transaction Pro Importer:** It is a 3rd party add on to QuickBooks that allows us to import from excel into lists and transactions.
 - **Video 7** – Transaction Pro Importer (whole video)
- ❖ **Trim:** An Excel function that removes all spaces from a text string except the single space between words.
 - **Video 8** – Addresses in One Cell (4:40)
- ❖ **V-Lookup:** An Excel function that allows us to cross reference data from columns on multiple sheets in excel.
 - **Video 9** - Duplicate Customers (14:10; 24:20)