

Importing Data

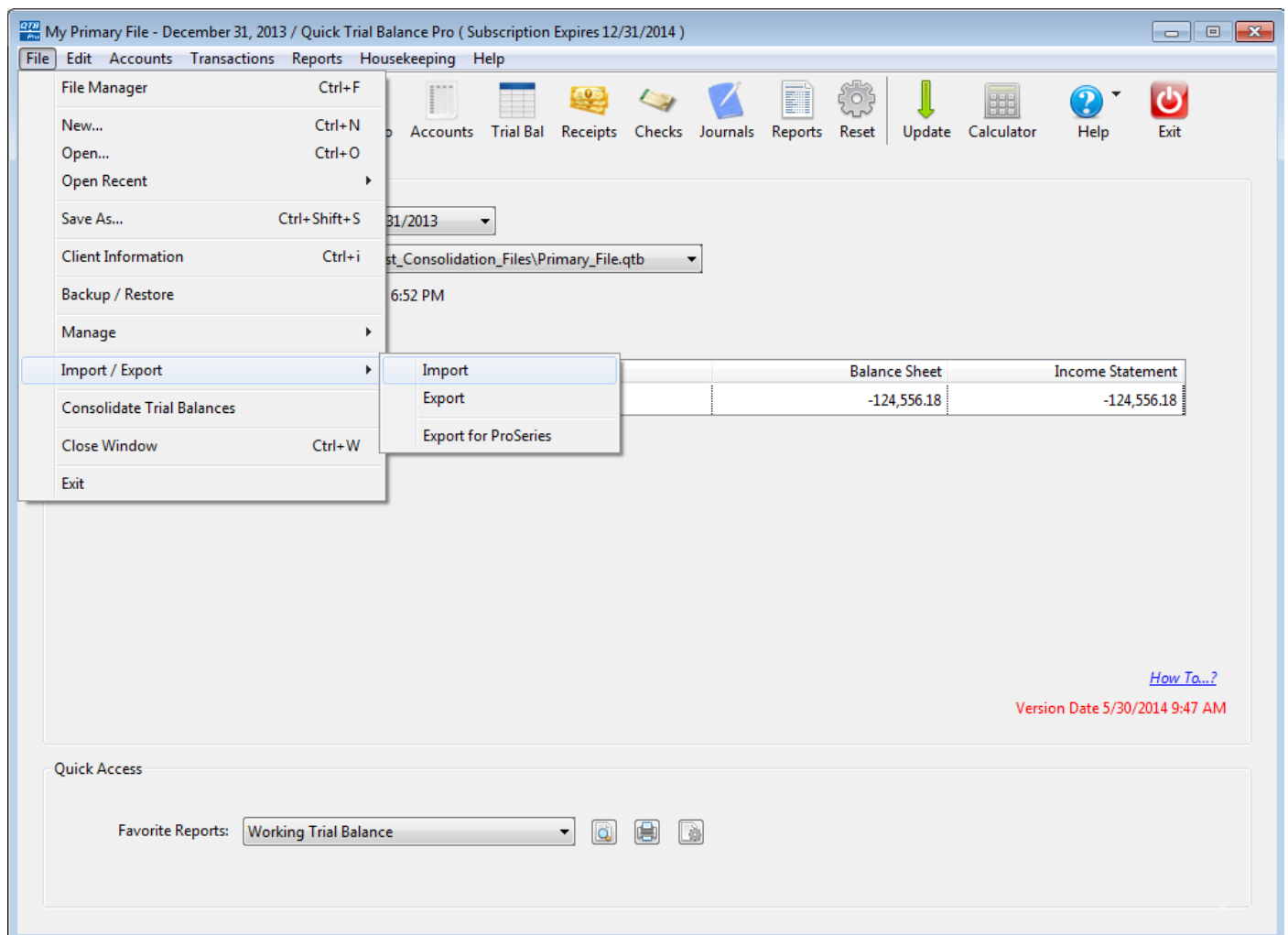
Introduction

There are two ways to get your chart of account, or trial balance data, into Quick Trial Balance Pro.

1. Use the Quick Entry Balances in the Accounts menu to enter them.
2. Use the Import option in the File menu to import your data.

The Import option is by far the fastest way, but this will depend on where your account data is coming from. Importing data is not for the inexperienced user. Depending on your circumstances, you may need to know how to get the data out of another application in a format that can be imported using Quick Trial Balance Pro.

Before importing data, you need to create a Quick Trial Balance Pro data file that the data will be imported into.



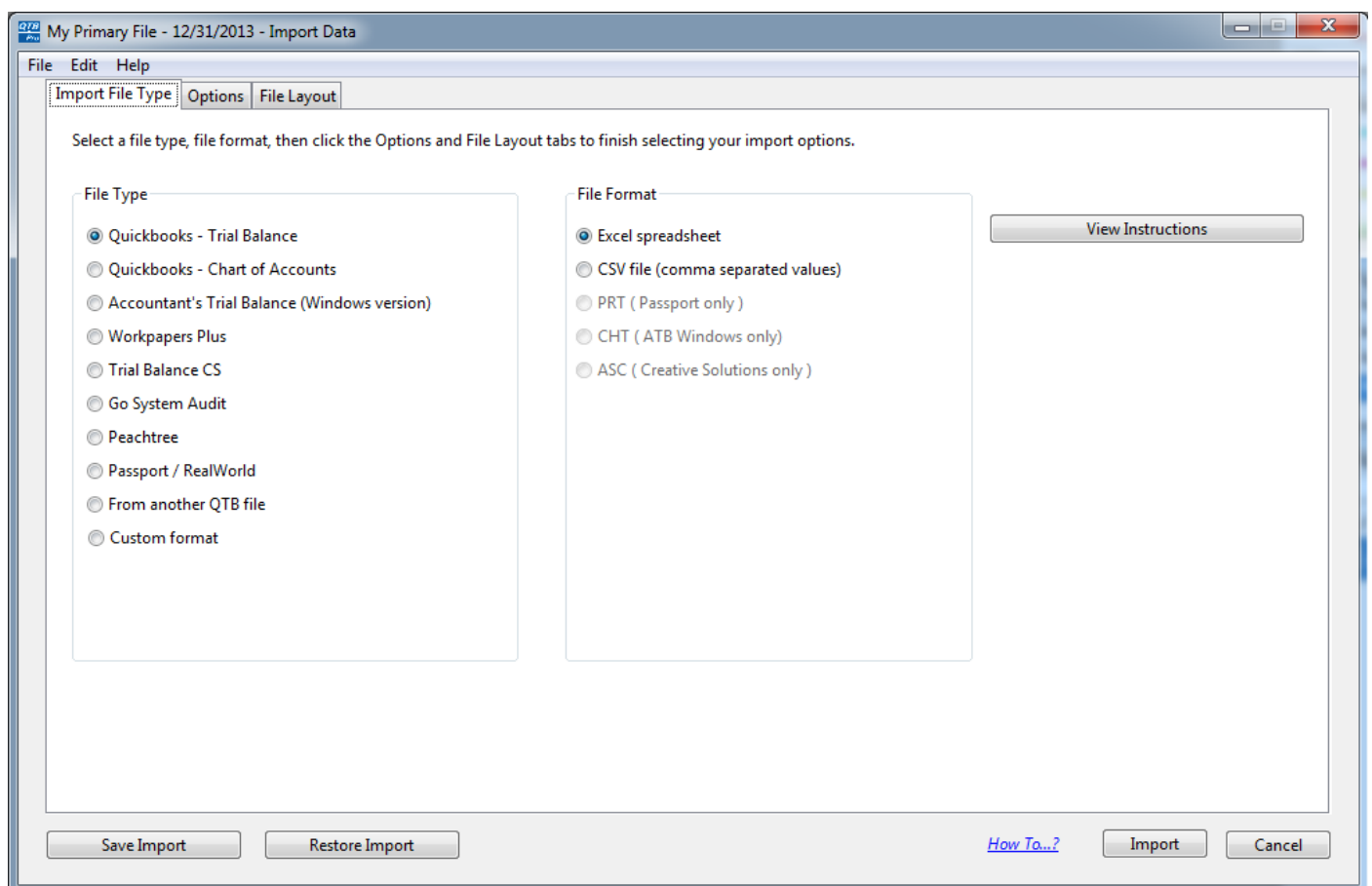
Import File Types

Before beginning your import, you will need to have created a file that contains your chart of accounts and/or trial balance information. You will need to follow the instructions for the software program that contains your data to generate the file. The exception to this is Accountant's Trial Balance data. Our import option will read the data directly from their data files.

The first step in importing your data is to select the file TYPE and FORMAT of the file that contains the data you want to import. Depending on the File Type selected, you will only be able to select a File Format that is compatible with the file type selected..

For example, if you select Quickbooks - Trial balance as the file type, then this can be imported from an Excel spreadsheet format or from a CSV file format.

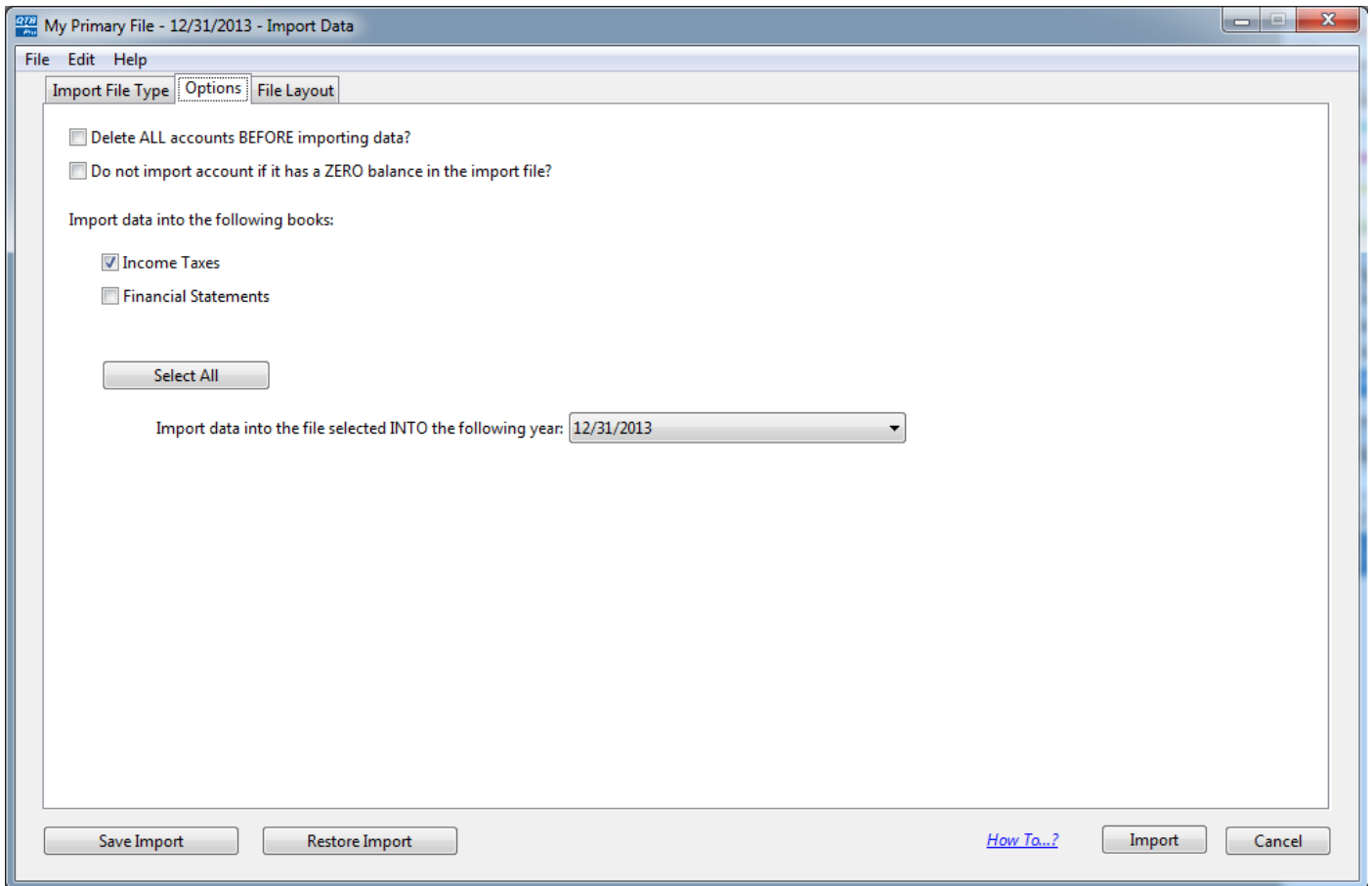
Quick Trial Balance Pro knows the layout of the data for all File Types selected, except for the Custom format, in which case you will have to specify the layout of the data.



Import Options

The Options tab allows you to select options that you want to apply when importing your data.

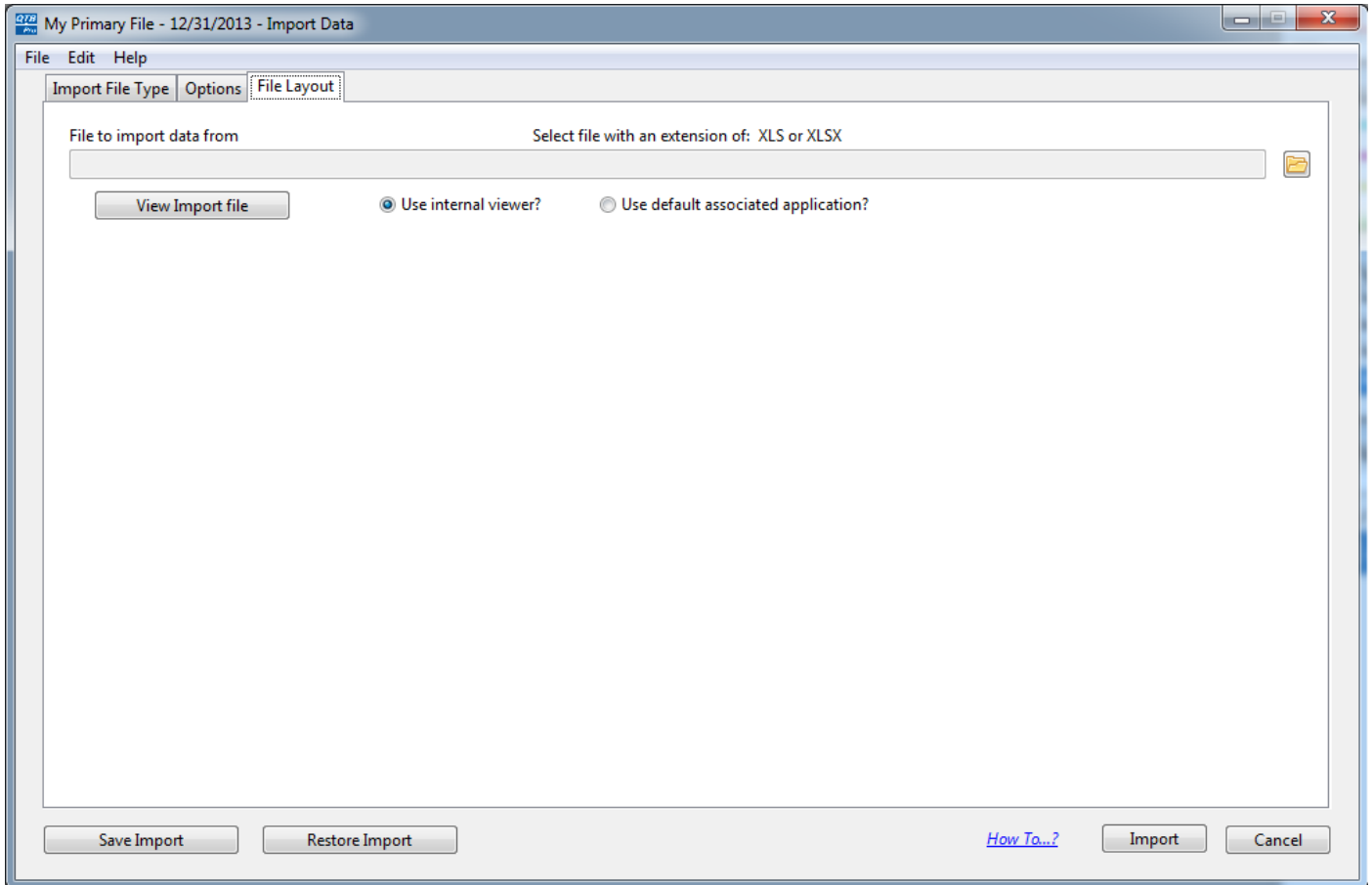
These options are pretty straight forward and will generally only need to be changed if you are re-importing your data or importing prior year data.



File Layout

On the File Layout tab you use the Folder button to select the file containing your import data.

After selecting your import file, there is a button to view the data in the import file to ensure that it contains the data you want to import. There are two ways to view files containing import data. One is to use a built-in internal viewer and the second is to use the application associated with the file type. The associated application is determined by the operating system you are using.



Custom Import

When selecting the Custom format for the File Type, the File Layout shown below will contain additional fields that you can use to tell Quick Trial Balance Pro where to find the data that will be imported.

After selecting your import file, you can use the View Import File button to verify that the information entered is correct.

My Primary File - 12/31/2013 - Import Data

File Edit Help

Import File Type Options File Layout

File to import data from Select file with an extension of: XLS or XLSX

View Import file Use internal viewer? Use default associated application?

Excel Import - Enter the COLUMN (such as A, B, DD, etc.) containing the following information:

Account Number (optional, if left blank, account numbers will be auto-assigned)

Account Name (required)

Trial Balance (Debit amounts) (required)

Trial Balance (Credit amounts) (make the same as debit column if amounts are in one column)

Do not import headings contained in import file? Number of rows -

If the trial balance amounts are in ONE column, then debits are assumed to be positive amounts and credits are assumed to be negative amounts. Enter the same column letter for the debit and credit amounts.

If the trial balance are in TWO columns, then enter the appropriate column for the debit and credit amounts. All amounts are assumed to be positive.

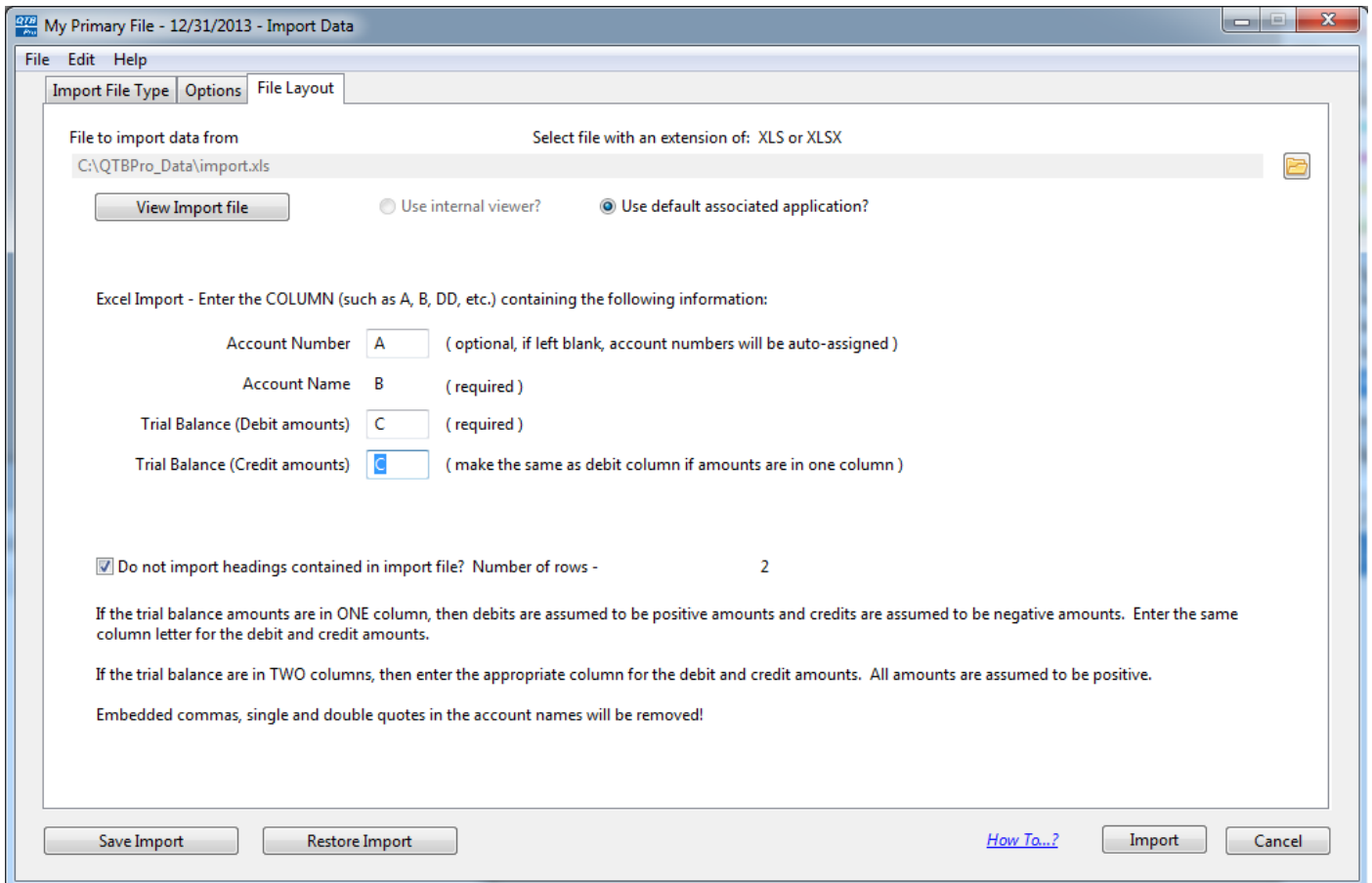
Embedded commas, single and double quotes in the account names will be removed!

Save Import Restore Import [How To...?](#) Import Cancel

Import Data

After you have reviewed all the information selected, or entered, on the Import File Type, Options, and File Layout tabs, you're ready to import your data. Just click the Import button to import the data.

You can also save your import settings and options by clicking the Save Import button at the bottom of the screen. To re-import data using previously saved settings, just click the Restore Import button.



Import Completed

After importing, you will see a message like the following indicating how many new accounts were added and how many were updated. By "updating", it could be that the account name changed or the account balance was changed.

You should review the imported data very carefully to ensure that it is correct. Depending on the source of the data, there could be records imported that are not really part of your chart of accounts. These can be easily deleted by going to the Accounts listing. Click the Accounts button on the Home screen's toolbar to view or delete Accounts.

If new accounts were added, you should ALWAYS select the Assign Account Types from the Accounts menu to ensure that your accounts have a "type" assigned to them otherwise, Quick Trial Balance Pro can not properly determine the net income or loss.

