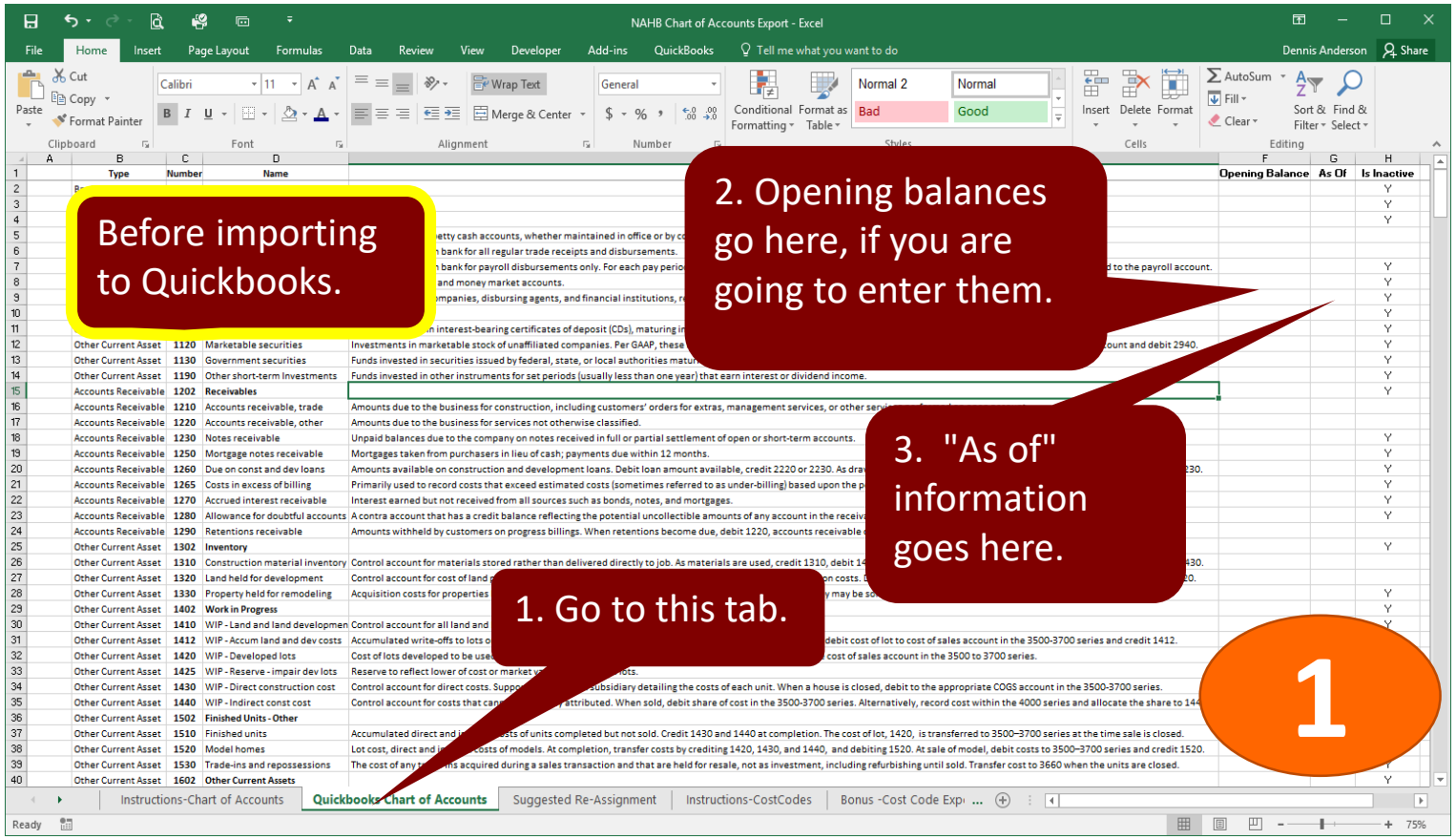
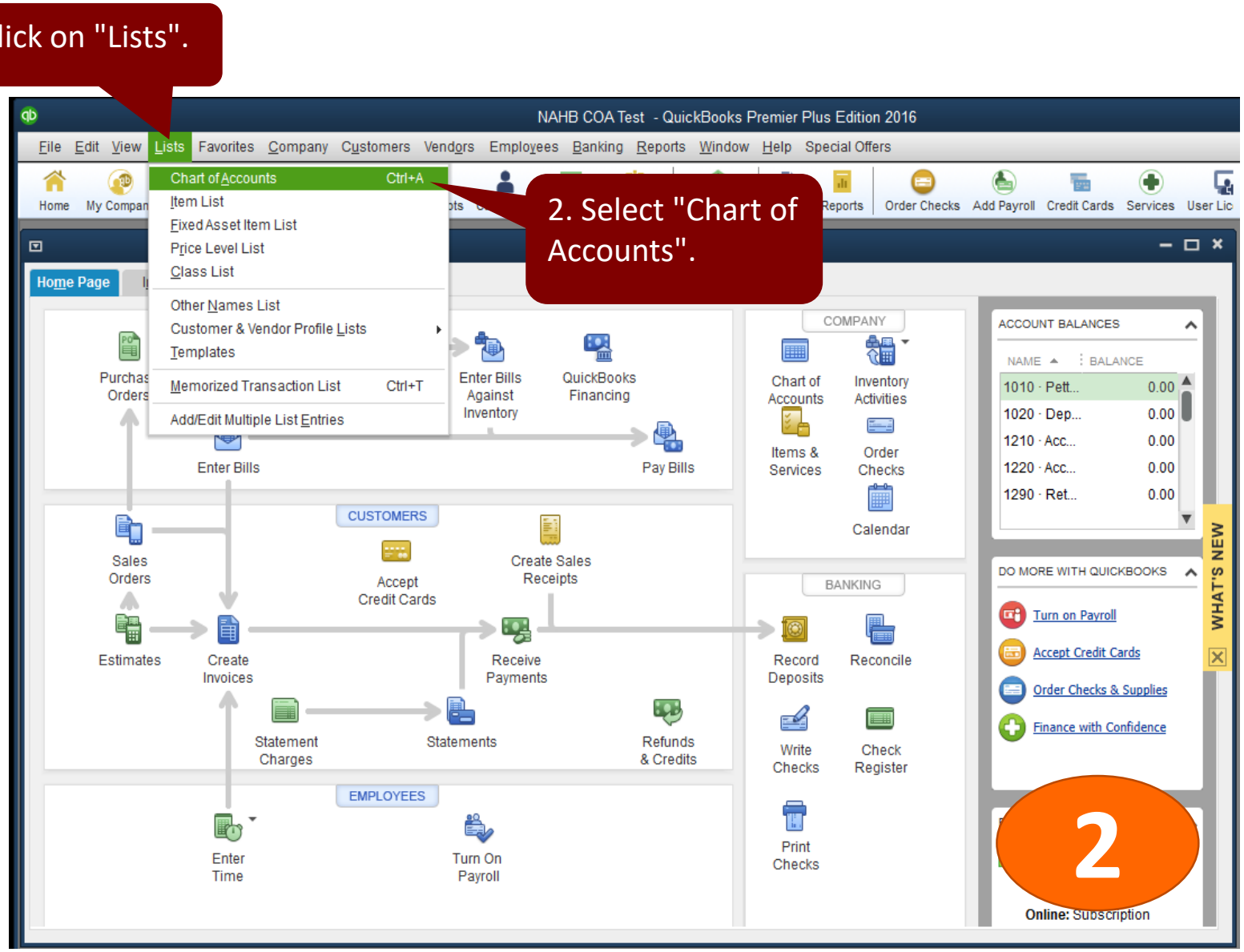
Save this file to your computer so it is accessible.

Look at column “F” in the “Quickbooks Chart of Accounts” tab below. If you intend to add opening balances to accounts, do so now. If you add “Opening Balances”, you may also add “As Of” date. Save after making any changes.

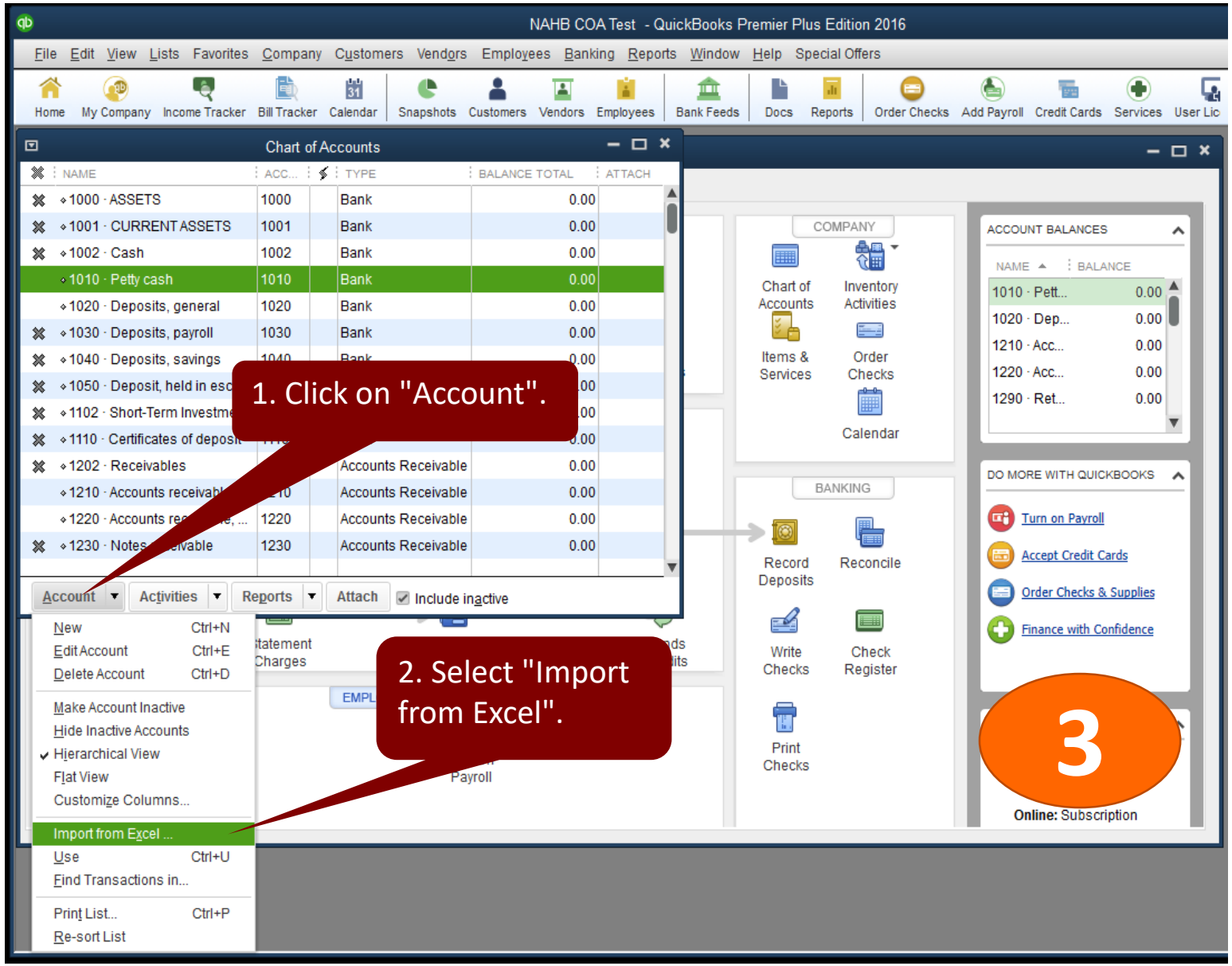


In Quickbooks, click on “Lists” and select “Chart of Accounts”.



Go to bottom of window, dropdown “Account”.

Select “Import from Excel”.



Browse to file name saved above in 1.

Select “Choose a sheet in this Excel Workbook”.

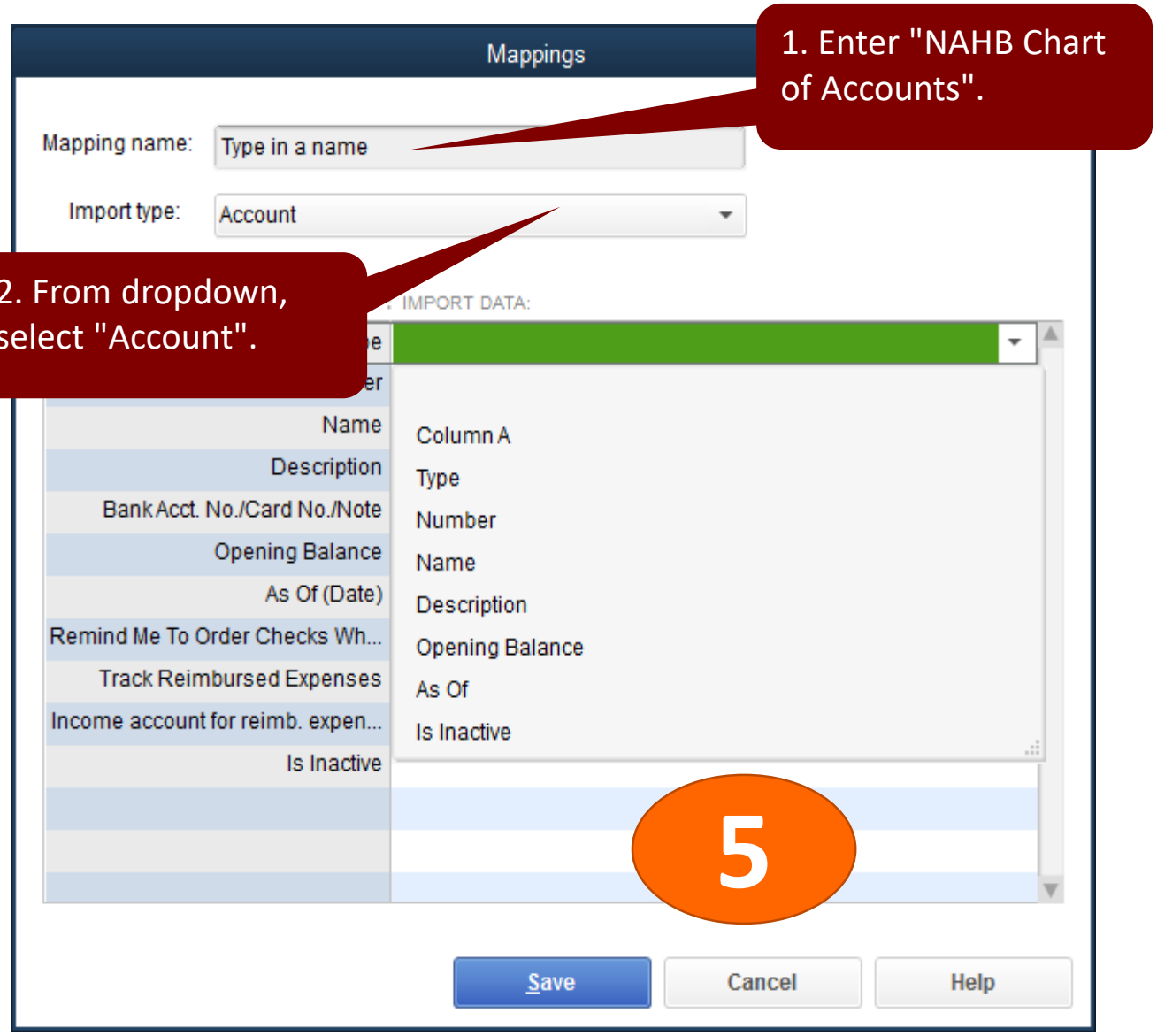
Select “Quickbooks Chart of Accounts”.

Select “Add or Select a Mapping”.

Select “Add New”.

At Mapping Name, enter “NAHB Chart of Accounts”.

At Import Type, select “Account”.



For **Type**, select “Type”.

For **Number**, select “Number”.

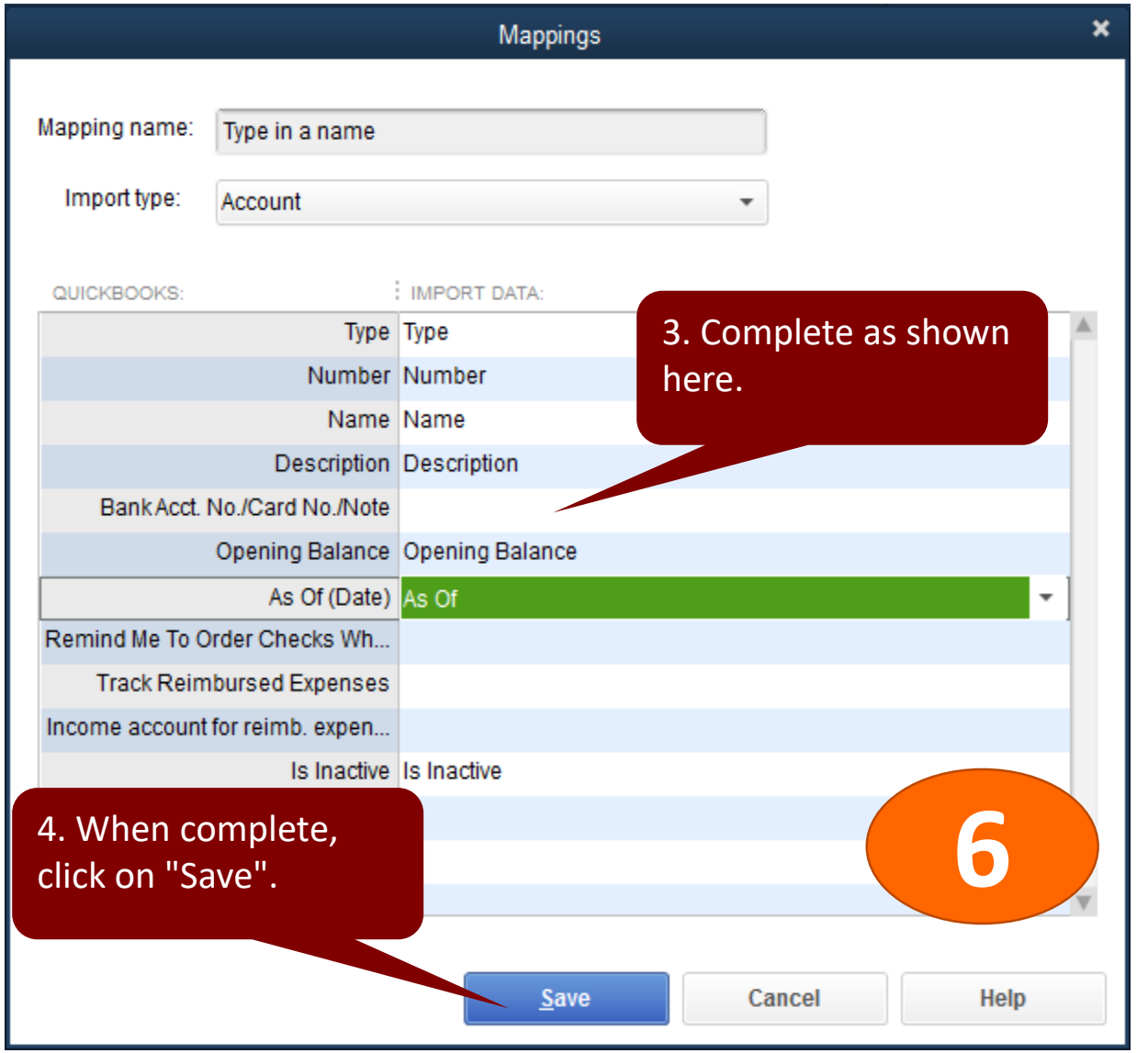
For **Description**, select “Description”.

For **Opening Balance**, select “Opening Balance”.

For **As Of (Date),** select “As Of”.

For **Is Inactive**, select “Is Inactive”.

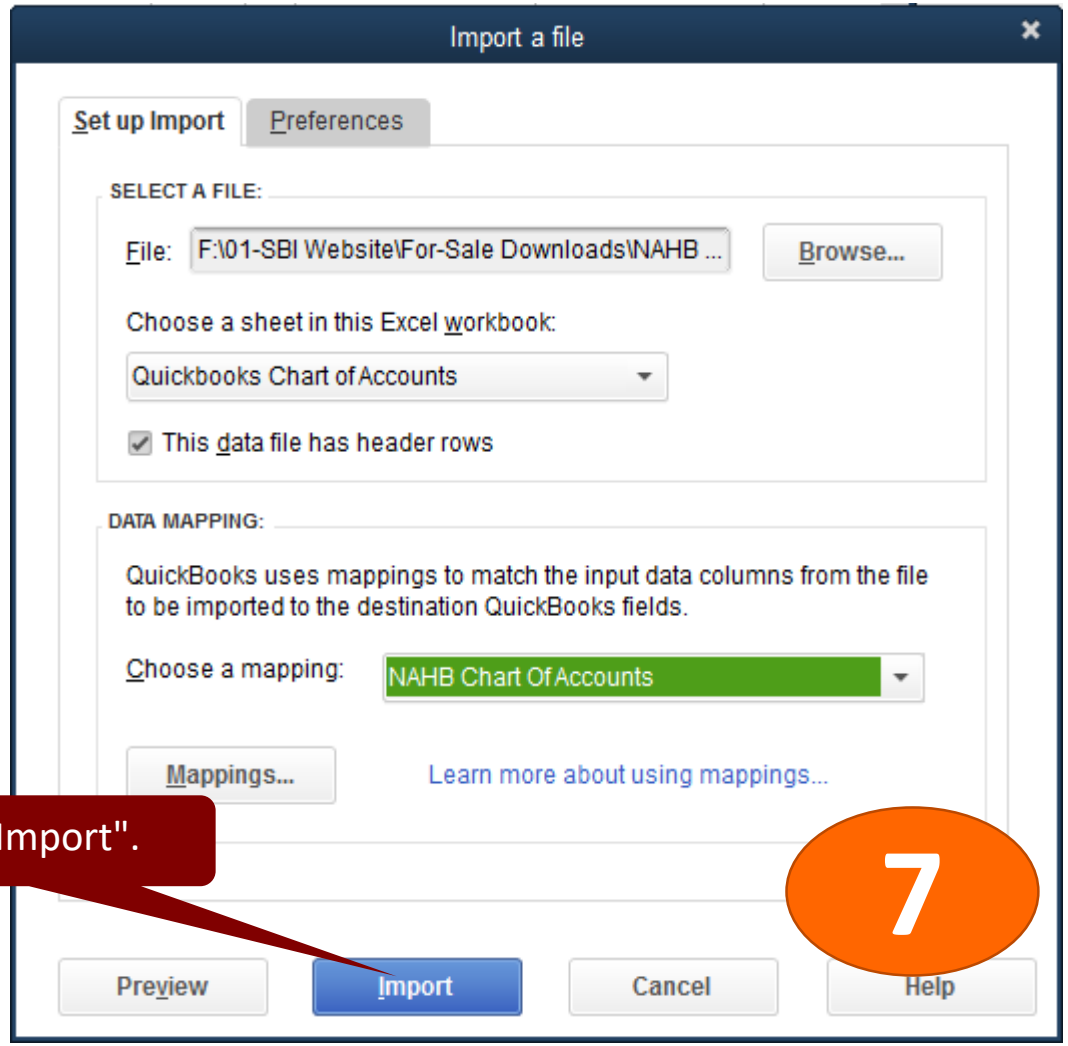
Select “Save”.



You are returned to the **Import a File** screen.

Click on “Import”.

Follow the instructions for backing up your company file.

If you do not wish to create a backup, select “Yes”.

Import will proceed.