

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.

Before importing to Quickbooks.

2. Opening balances go here, if you are going to enter them.

3. "As of" information goes here.

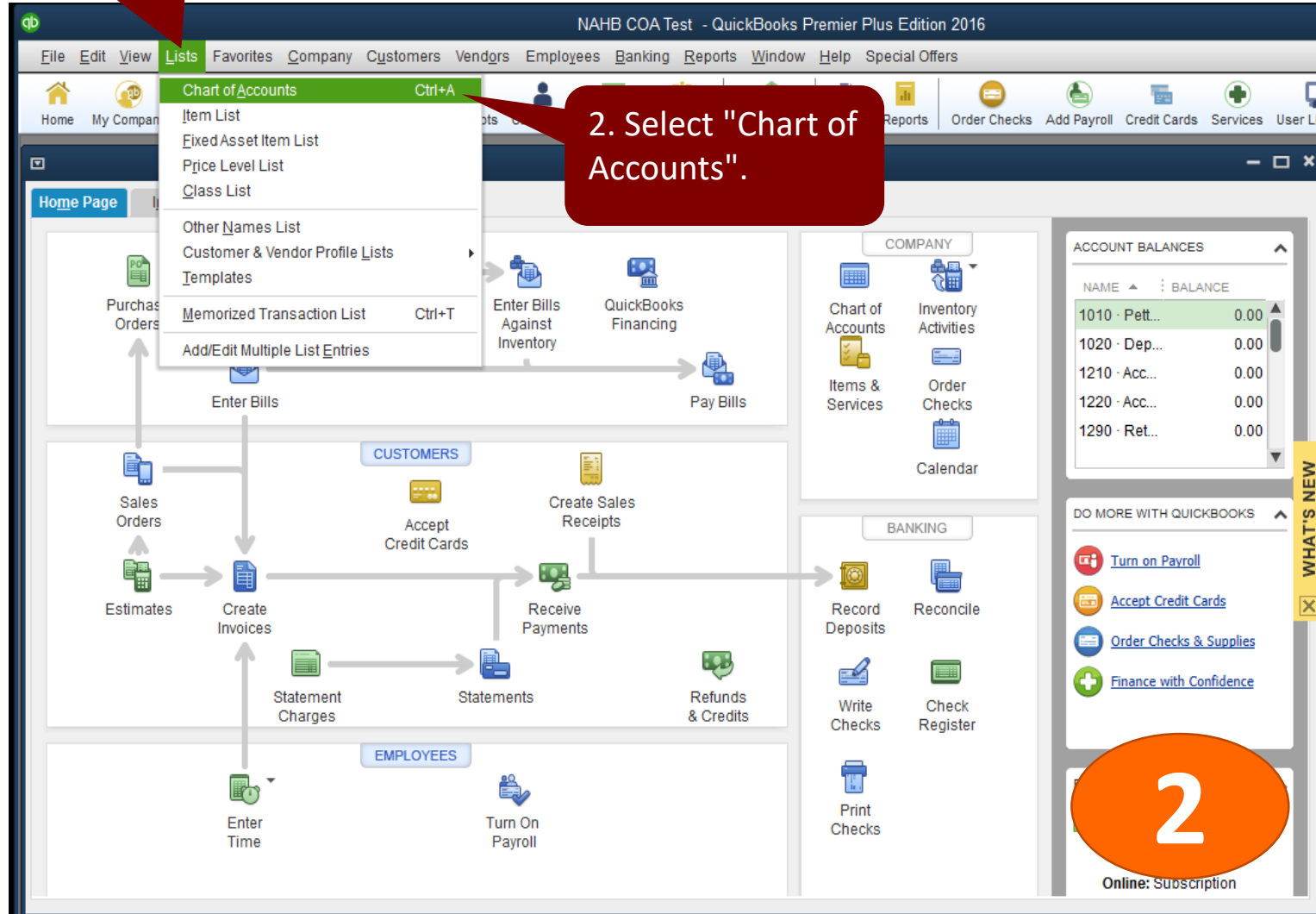
1

Type	Number	Name	Opening Balance	As Of	Is Inactive
Other Current Asset	1120	Marketable securities			Y
Other Current Asset	1130	Government securities			Y
Other Current Asset	1190	Other short-term investments			Y
Accounts Receivable	1202	Receivables			Y
Accounts Receivable	1210	Accounts receivable, trade			Y
Accounts Receivable	1220	Accounts receivable, other			Y
Accounts Receivable	1230	Notes receivable			Y
Accounts Receivable	1250	Mortgage notes receivable			Y
Accounts Receivable	1260	Due on const and dev loans			Y
Accounts Receivable	1265	Costs in excess of billing			Y
Accounts Receivable	1270	Accrued interest receivable			Y
Accounts Receivable	1280	Allowance for doubtful accounts			Y
Accounts Receivable	1290	Retentions receivable			Y
Other Current Asset	1302	Inventory			Y
Other Current Asset	1310	Construction material inventory			Y
Other Current Asset	1320	Land held for development			Y
Other Current Asset	1330	Property held for remodeling			Y
Other Current Asset	1402	Work in Progress			Y
Other Current Asset	1410	WIP - Land and land development			Y
Other Current Asset	1412	WIP - Accum land and dev costs			Y
Other Current Asset	1420	WIP - Developed lots			Y
Other Current Asset	1425	WIP - Reserve - impair dev lots			Y
Other Current Asset	1430	WIP - Direct construction cost			Y
Other Current Asset	1440	WIP - Indirect const cost			Y
Other Current Asset	1502	Finished Units - Other			Y
Other Current Asset	1510	Finished units			Y
Other Current Asset	1520	Model homes			Y
Other Current Asset	1530	Trade-ins and repossessions			Y
Other Current Asset	1602	Other Current Assets			Y

1. Click on "Lists".

2. Select "Chart of Accounts".

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

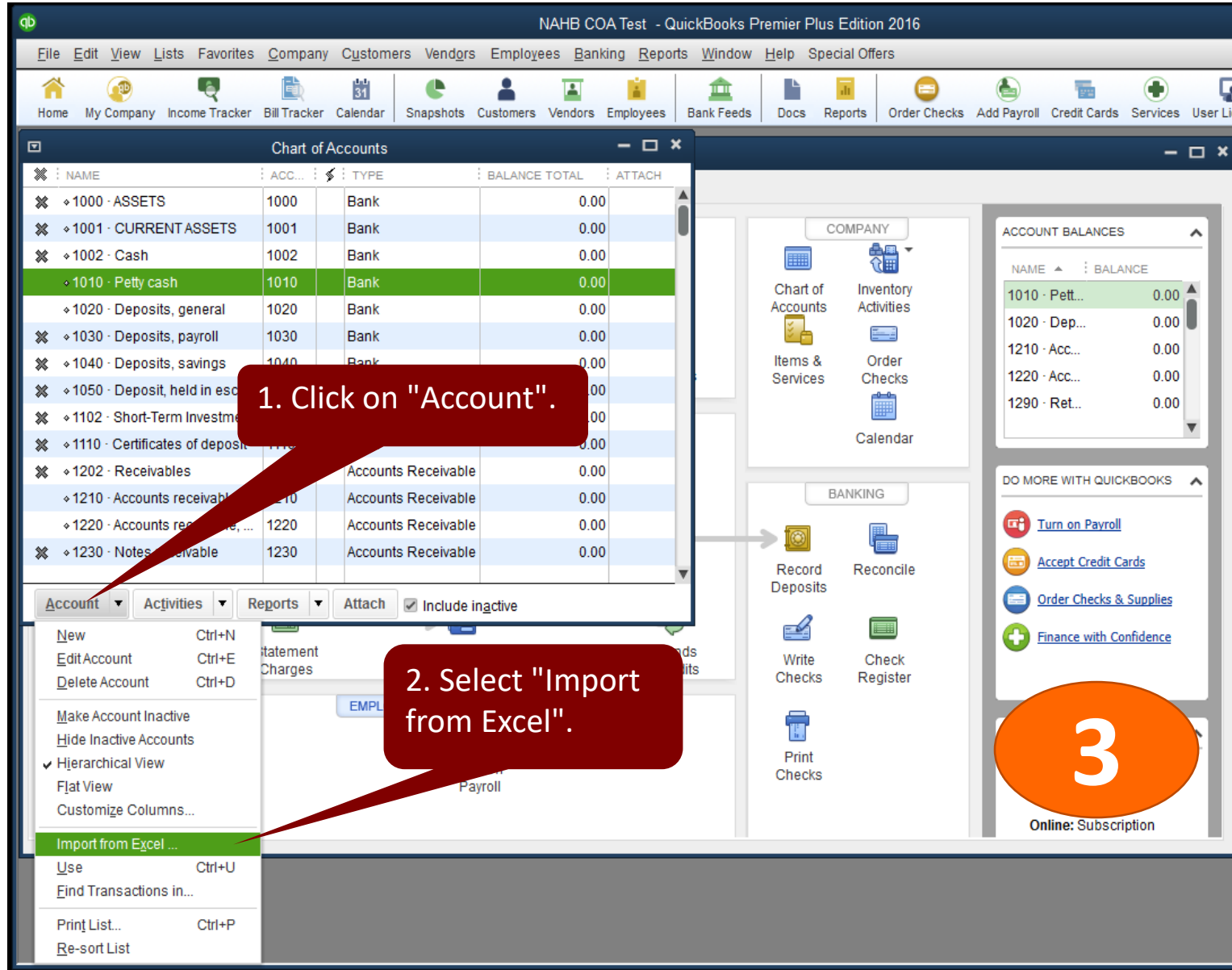


The screenshot shows the QuickBooks Premier Plus Edition 2016 interface. The 'Lists' menu is open, and 'Chart of Accounts' is highlighted. The interface includes a menu bar, a toolbar, and a main workspace with various icons for business operations. A large orange circle with the number '2' is overlaid on the bottom right corner of the screenshot.

NAME	BALANCE
1010 · Pett...	0.00
1020 · Dep...	0.00
1210 · Acc...	0.00
1220 · Acc...	0.00
1290 · Ret...	0.00

Go to bottom of window, dropdown "Account".

Select "Import from Excel".



NAHB COA Test - QuickBooks Premier Plus Edition 2016

File Edit View Lists Favorites Company Customers Vendors Employees Banking Reports Window Help Special Offers

Home My Company Income Tracker Bill Tracker Calendar Snapshots Customers Vendors Employees Bank Feeds Docs Reports Order Checks Add Payroll Credit Cards Services User Lic

Chart of Accounts

NAME	ACC...	TYPE	BALANCE TOTAL	ATTACH
1000 - ASSETS	1000	Bank	0.00	
1001 - CURRENT ASSETS	1001	Bank	0.00	
1002 - Cash	1002	Bank	0.00	
1010 - Petty cash	1010	Bank	0.00	
1020 - Deposits, general	1020	Bank	0.00	
1030 - Deposits, payroll	1030	Bank	0.00	
1040 - Deposits, savings	1040	Bank	0.00	
1050 - Deposit, held in esc			0.00	
1102 - Short-Term Investm			0.00	
1110 - Certificates of deposi			0.00	
1202 - Receivables		Accounts Receivable	0.00	
1210 - Accounts receivable		Accounts Receivable	0.00	
1220 - Accounts receivable, ...	1220	Accounts Receivable	0.00	
1230 - Notes receivable	1230	Accounts Receivable	0.00	

Account Activities Reports Attach Include inactive

- New Ctrl+N
- Edit Account Ctrl+E
- Delete Account Ctrl+D
- Make Account Inactive
- Hide Inactive Accounts
- ✓ Hierarchical View
- Flat View
- Customize Columns...
- Import from Excel ...**
- Use Ctrl+U
- Find Transactions in...
- Print List... Ctrl+P
- Re-sort List

1. Click on "Account".

2. Select "Import from Excel".

3

Online: Subscription

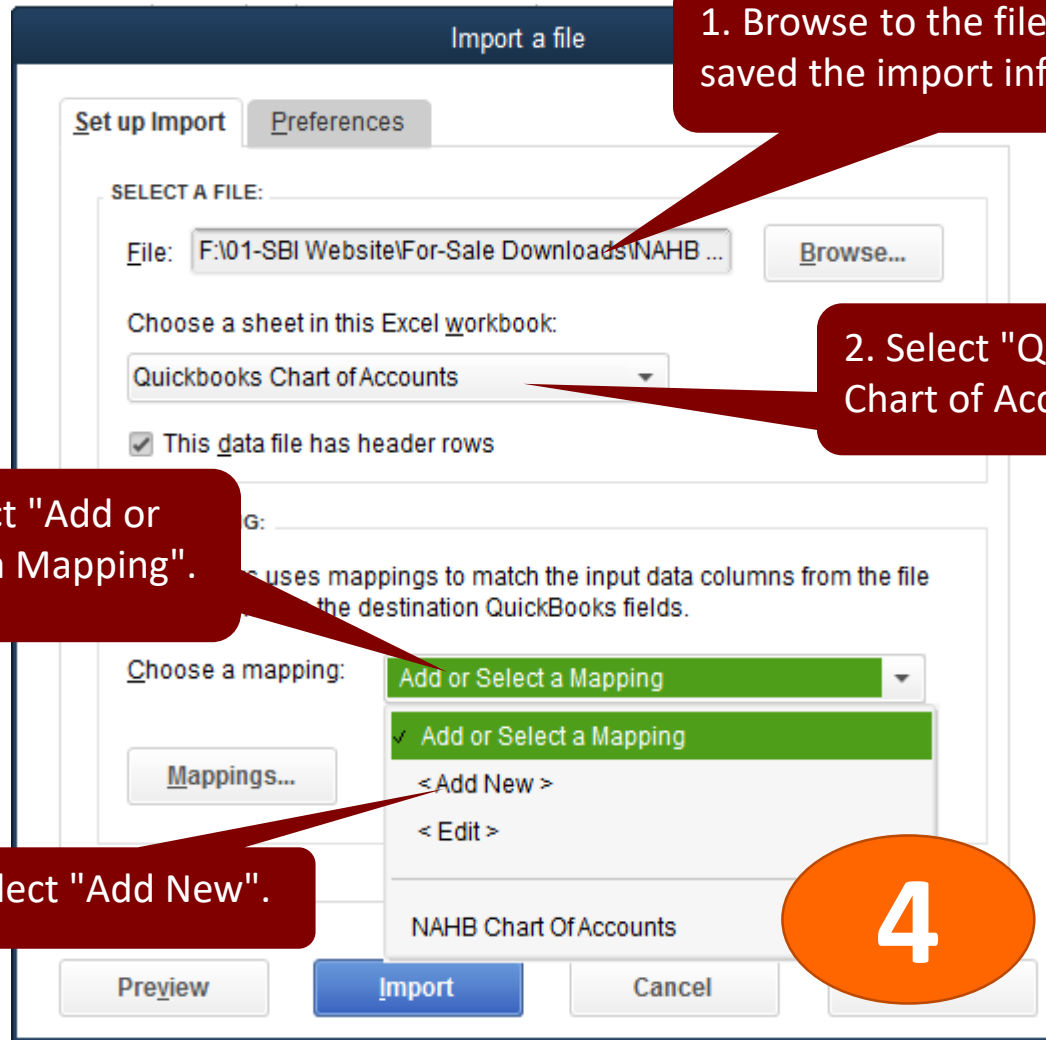
Browse to file name saved above in 1.

Select "Choose a sheet in this Excel Workbook".

Select "Quickbooks Chart of Accounts".

Select "Add or Select a Mapping".

Select "Add New".



1. Browse to the file where you saved the import information.

2. Select "Quickbooks Chart of Accounts".

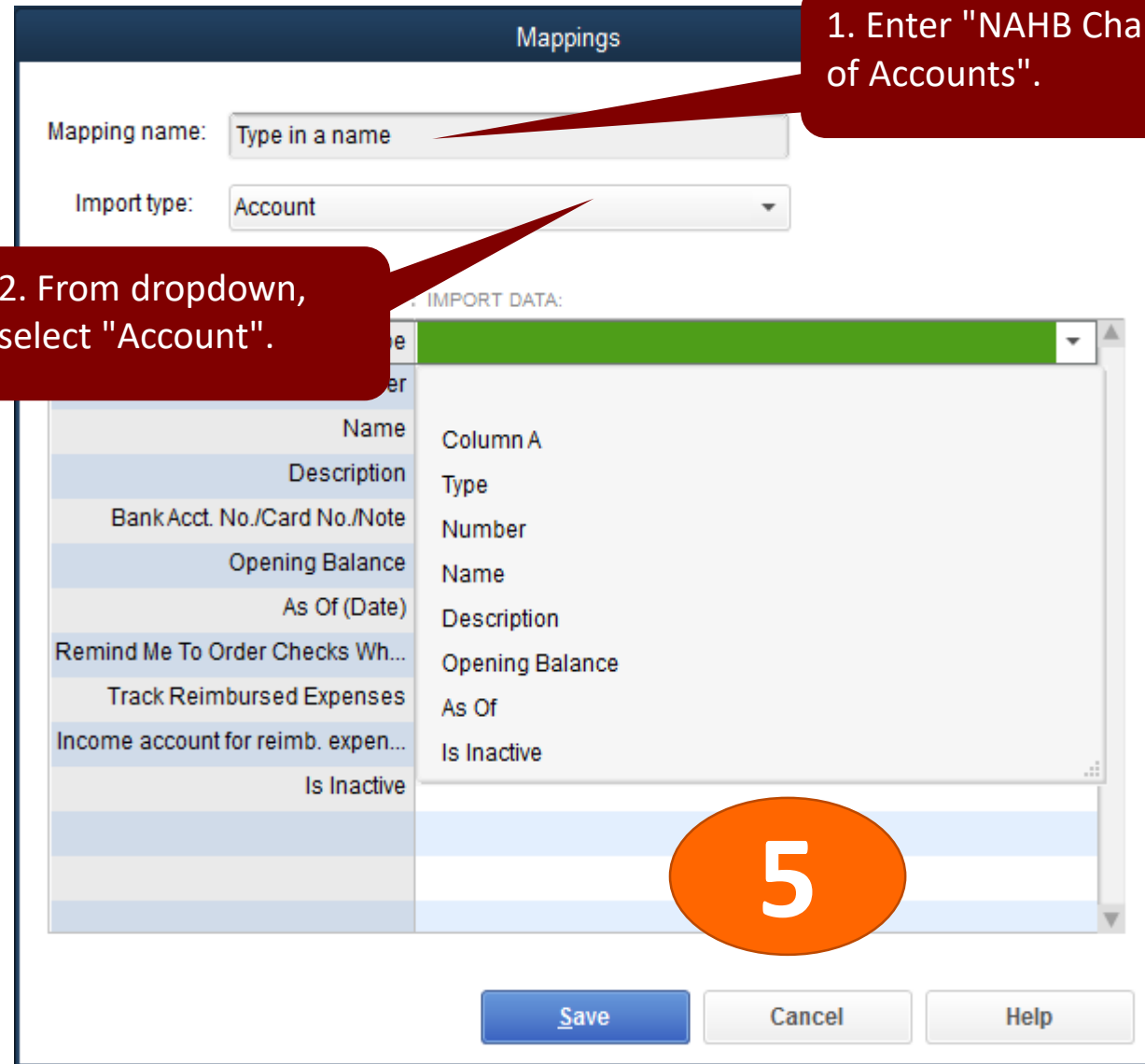
3. Select "Add or Select a Mapping".

4. Select "Add New".

4

At Mapping Name, enter "NAHB Chart of Accounts".

At Import Type, select "Account".



The screenshot shows the 'Mappings' window with the following fields and callouts:

- Mapping name:** A text input field containing 'Type in a name'. A red callout bubble points to it with the text: "1. Enter 'NAHB Chart of Accounts'".
- Import type:** A dropdown menu currently showing 'Account'. A red callout bubble points to it with the text: "2. From dropdown, select 'Account'".
- IMPORT DATA:** A table with two columns: 'Name' and 'Description'. The table contains the following rows:

Name	Description
Column A	Type
Number	Name
Description	Opening Balance
Opening Balance	As Of
As Of	Is Inactive
Is Inactive	
- 5:** A large orange circle with the number '5' is overlaid on the bottom right of the table area.
- Buttons:** 'Save', 'Cancel', and 'Help' buttons are located at the bottom of the window.

For **Type**, select “Type”.

For **Number**, select “Number”.

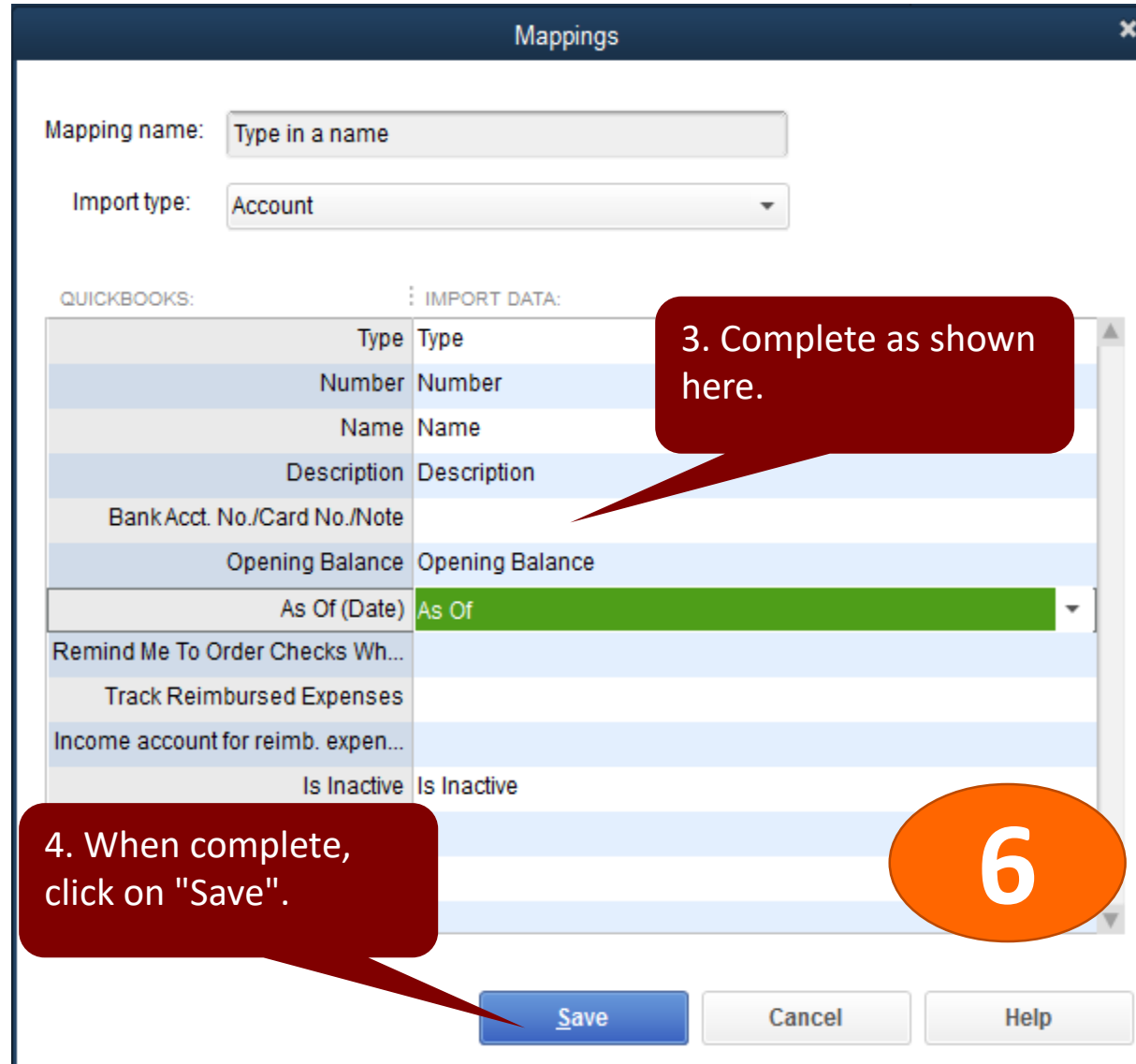
For **Description**, select “Description”.

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

For **As Of (Date)**, select “As Of”.

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

Select “Save”.



Mapping name:

Import type:

QUICKBOOKS:	IMPORT DATA:
Type	Type
Number	Number
Name	Name
Description	Description
Bank Acct. No./Card No./Note	
Opening Balance	Opening Balance
As Of (Date)	As Of
Remind Me To Order Checks Wh...	
Track Reimbursed Expenses	
Income account for reimb. expen...	
Is Inactive	Is Inactive

3. Complete as shown here.

4. When complete, click on "Save".

6

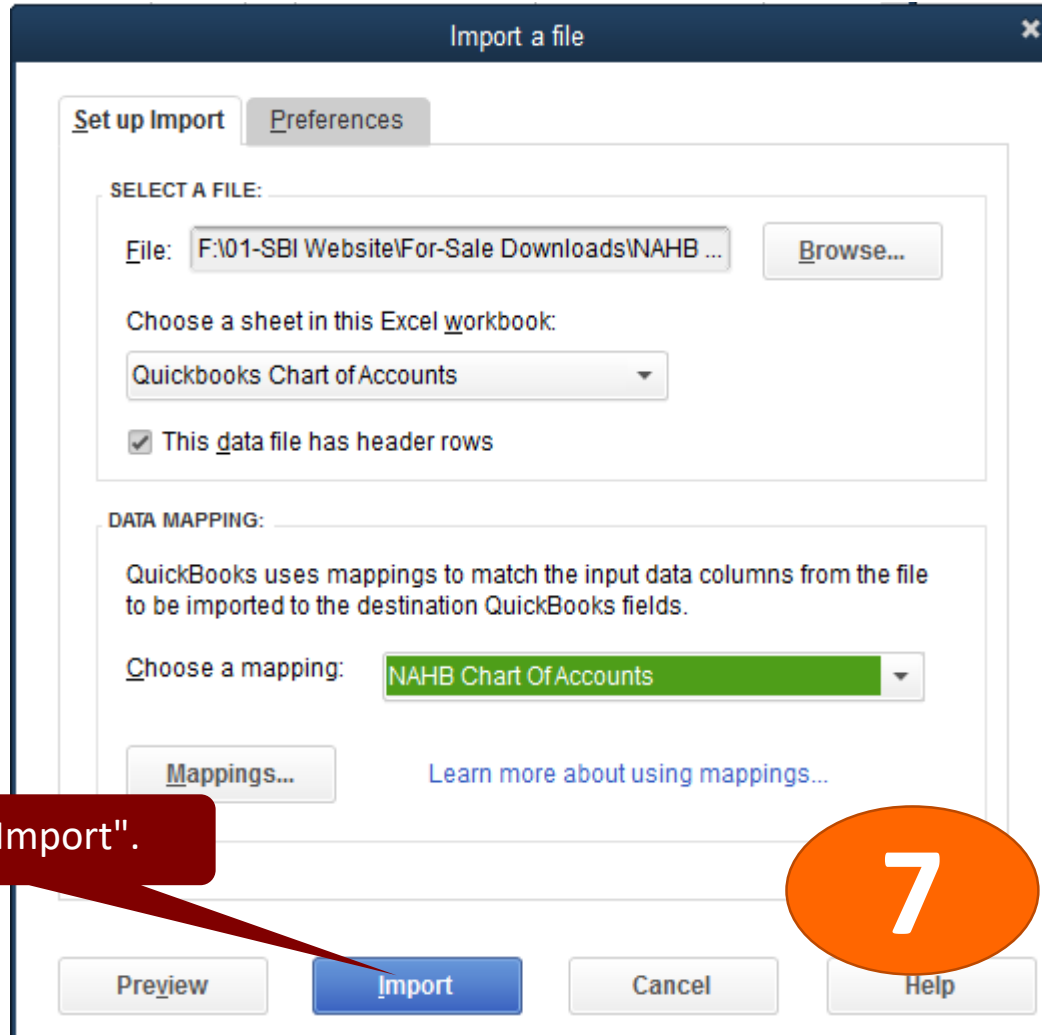
You are returned to the **Import a File** screen.

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.



Import a file

Set up Import | Preferences

SELECT A FILE:

File: F:\01-SBI Website\For-Sale Downloads\NAHB ... [Browse...](#)

Choose a sheet in this Excel workbook:

Quickbooks Chart of Accounts

This data file has header rows

DATA MAPPING:

QuickBooks uses mappings to match the input data columns from the file to be imported to the destination QuickBooks fields.

Choose a mapping: NAHB Chart OfAccounts

[Mappings...](#) [Learn more about using mappings...](#)

Preview **Import** Cancel Help

1. Click on "Import".

7