

# Using the QuickBooks 2014 template

*MYOB Ledger only*

Transactions can be imported into Client Accounting using the **Manage client file imports** wizard. You can find this function on the **Tasks** bar of your client's **Client Accounting > Trial Balance** (or **Workpapers**) tab.

You can only import transactions via Client Accounting if your configured ledger is an **MYOB Ledger**. If you're using something different, you can still use the import functions in your configured ledger's software.

We'll guide you through importing transactions using the **QuickBooks 2014 Template**.

Whilst we can tell you about our MYOB Software, we're not experts with QuickBooks.

If you need help with QuickBooks, the QuickBooks product help should answer your questions.

## Generating a CSV

In the first stage of the **Manage client file imports** wizard, you'll need to select the **QuickBooks 2014 Template**. This template is based on the output of the **Transaction list by Date** (Windows) and **Transaction Detail by Date** (Mac) report with *account codes* and without *headers or footers*.

To generate a CSV file from QuickBooks

## Importing your data

Stage 1: Choose a file to import

Stage 2: Choose how to map accounts

Stage 3: Map the accounts

Stage 4: Review and submit

### Related topics

[Importing data](#)

[Mapping imported accounts](#)

[Importing an .MYE or .TXT file](#)

[Importing a .CSV file](#)

[Importing a Chart of Accounts](#)

[Importing a Bank Statement into MYOB Ledger](#)

[Using the QuickBooks Online Template](#)