

TRANSACTIONS FROM ONE QB COMPANY TO ANOTHER QB COMPANY

There are two steps procedure to quickbooks export transactions to another company file, which are mentioned below. Follow them carefully.

Download Transactions Data from Quickbooks Company File

1. Go to the Reports menu.
2. Scroll down to the Customer and Receivables section
3. Choose the Transaction List by Customer report.
4. Set the report Date Range.
5. Click the Excel drop-down from the toolbar.
6. Select Create New Worksheet.
7. Click the Export button.
8. Follow the on-screen transactions to complete the process.

Import Transactions Data to New Company File in Quickbooks

1. Go to the File menu, and then select Utilities.
2. Click Import, and then Excel Files.
3. If you get the Add/Edit Multiple List Entries window, pick No.
4. Follow the wizard in the importing file.



IT'S TIME TO TAKE ACTION!



There are so many ways you can this procedure. For some great tips, head to www.smbaccountants.com.