

# SK Help – QuickBooks Setup for Servant Keeper® V6

In Contribution-Manager, follow these steps.

## Step 1:

First you need to configure Contribution Manager to create the QuickBooks import file.

1. Click **File -> System Preferences...**
2. Click the **Posting** tab.

You will see this screen:

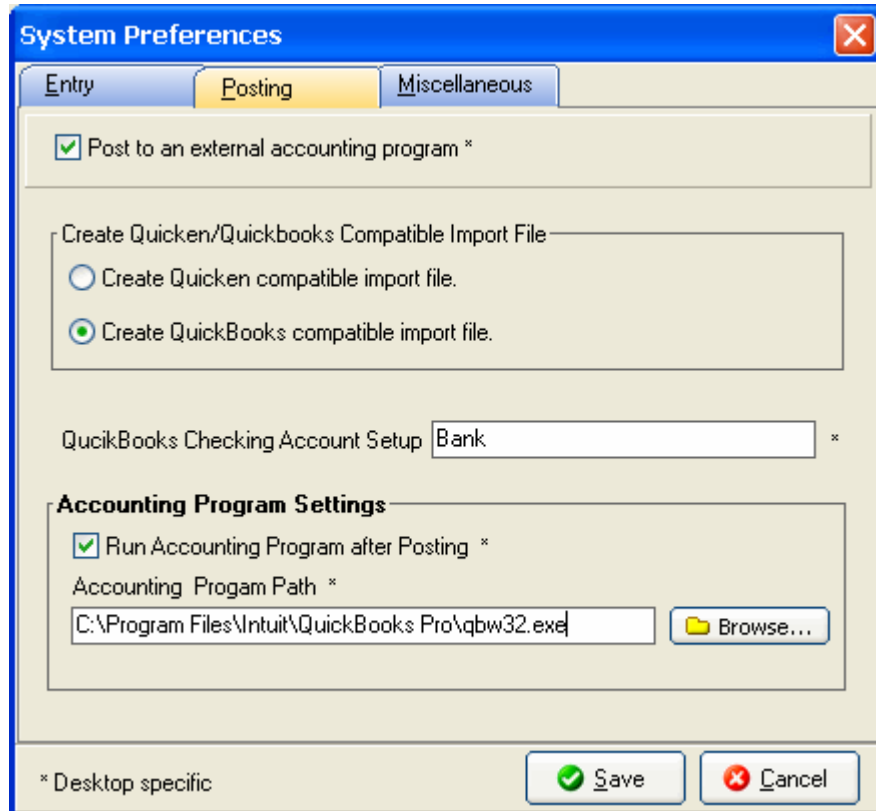


Fig1.

3. Select “**Create QuickBooks compatible import file**” as seen in Fig1.
4. There is an extra step in linking Contributions to QuickBooks. You need to type the bank account you want to post to in the “**QuickBooks Checking Account Setup**” field. This account must have Bank as the account type in Quick Books.
5. If you want QuickBooks to open when posting in Contribution Manager, click the check box for “**Run Accounting Program After Posting**” and then type the path for the Quick Books executable.

### QuickBooks Path Information:

- a. Default path for older versions of QuickBooks:  
**C:\qbooksw\qbw.exe**
- b. Default path for newer versions of QuickBooks:  
**C:\Program Files\Intuit\QuickBooks Pro\qbw32.exe**

**NOTE:** These are only the default install paths for QuickBooks. You might need to refer to your QuickBooks shortcut properties or QuickBooks manual for the exact location of your program.

## Step 2:

Next you need to setup the accounts in Contribution Manager. You need to setup the link for every Contribution Manager account you want to import into Quicken or QuickBooks.

1. Click **Accounts -> Account Setup...**
2. Double click the account you want to configure for the QuickBooks import.

You will see this screen:

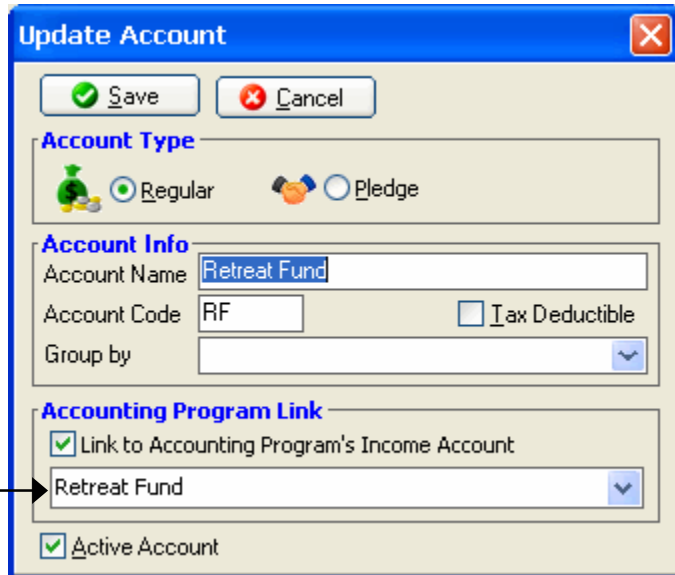


Fig2.

**Note:** In this screen Servant Keeper is setup for Quicken with the account "Retreat Fund"

3. Place a check in the "Link to Accounting Program's Income Account" box.
4. The description will copy to the box below. If the account name you want the account to link to in QuickBooks is different than the description name, type the new account name in the box. When using account numbers, you can use the number followed by the middle dot symbol (Alt-0183 from your numeric keypad).

**QuickBooks Account Name Examples:**

4001·  
Retreat Fund:Door Fund  
Retreat Fund

**NOTE: The account names must be exactly the same in Contribution Manager as they are in QuickBooks. The account names are case sensitive and space sensitive.**

**Repeat Step 2 for every Contribution Manager account you want to link to QuickBooks.**

## Step 3:

During the posting process, the program will create the contrib.iif file and open QuickBooks if you are using that option from step 1.

**Once QuickBooks is open, open the correct bank account and...**

1. Click **File | Utilities | Import Files | IIF Files**
2. Double-Click **contrib.iif** to import the file.

**NOTE:** These are the default step for importing into QuickBooks. These steps may vary from version to version. Please refer to your QuickBooks manual for additional importing information.