

# Importing Servant Keeper<sup>®</sup> Account totals into Quicken 2005 or newer

This document explains how to use Quicken 2005 or newer to import data from a QIF file created by Servant Keeper into a Cash account and then how to transfer those funds into your Quicken Checking account.

This document assumes that you already have your Servant Keeper account configured to link to Quicken/ QuickBooks, a checking account added to the Quicken account list and that you are familiar with the basic steps for adding new accounts and moving transactions from one account to another in Quicken 2005 or newer.

## Setting up the New Cash Import Account:

1. Open Quicken and find your account list. Right click on the account list and click **“Add new Account”**.
2. When asked if this account is held at a financial organization check the option, **“This account is not held at a financial institution.”** Then click Next.
3. Be sure to add this new account to quicken as a **“Cash”** account. Then click Next.
4. Name the new cash account. We suggest naming the account **SK Import**. Then click Next.
5. Set the start date on this new cash account and leave the starting balance set to 0.00. Then click Done.

**Note:** If you are new to Servant Keeper and do not have Servant Keeper configured to create the Quicken import file please skip to the section of this document titled **“Quicken Account Setup for Servant Keeper<sup>®</sup> V6”**.

## Importing Data from the Servant Keeper contrib.QIF file into your Quicken Cash account:

When you post contribution in Servant Keeper a file will be created called contrib.QIF. This file will usually be in the Quicken program folder. This is the file that will be imported into Quicken. Once you've determined the location of this file follow these steps:

1. Open Quicken and click **File -> Import -> QIF File**.
2. In the Quicken import screen click **Browse...** and find contrib.QIF file. Once you find the contrib.QIF file select it and click **OK**.
3. Make sure to select the newly created SK Import cash account from the account list and then click **Next**.
4. The import screen will tell you how many transactions were imported. Click **Done**.
5. Now your SK Import cash account will have the new imported transactions listed in its register. You can now transfer these fund totals to your bank checking account. To transfer funds from one account to another you select the transaction(s) you want to transfer, right click on one of the selected transactions, and click **Move Transaction(s)**. This will allow you to select the account you want to transfer the transaction to.

# Quicken Account Setup for Servant Keeper® V6

In Contribution Manager follow these steps.

## Step 1:

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

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

You will see this screen:

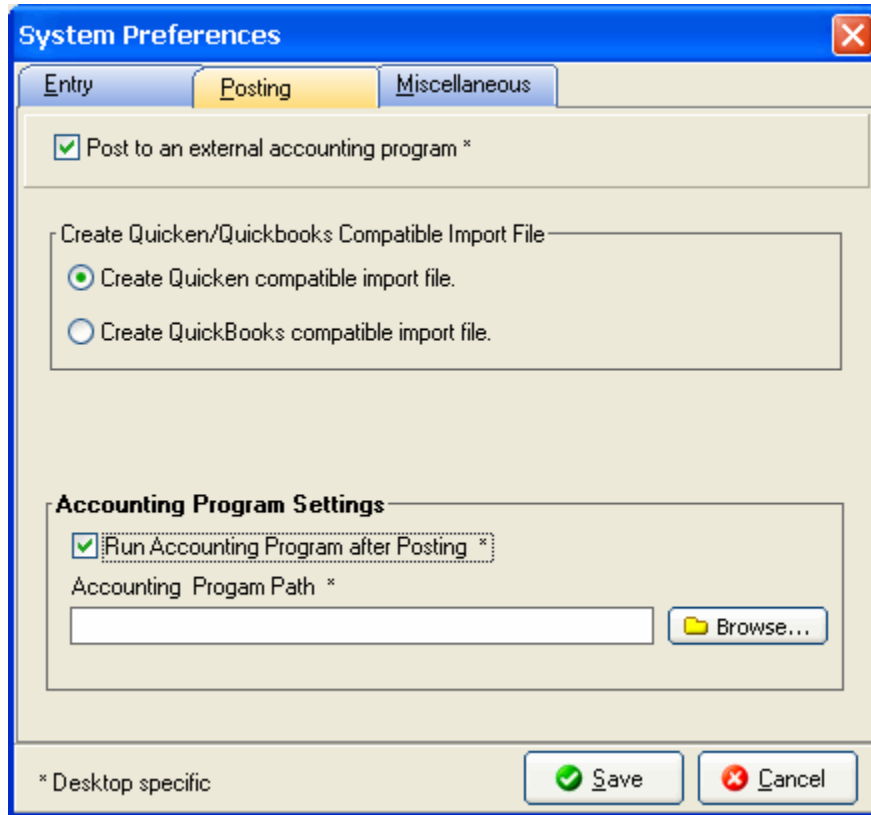


Fig1.

**Note: Servant Keeper is setup for Quicken.**

3. Select **“Create Quicken compatible import file”** as seen in Fig1.
4. If you want Quicken to open when posting in Contribution Manager (recommended), click in the check box for **“Run Accounting Program after Posting”** and then type in or browse for, the path for the Quicken executable.

### Quicken Path Information:

- a. Default path for older versions of Quicken:  
**C:\quickenw\qw.exe**
- b. Default for newer version path:  
**C:\Program Files\Quicken\qw.exe**

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

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## 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 **File -> Account Setup...**
2. Double click the account you want to configure for the Quicken QuickBooks import.

3. You will see this screen:

The screenshot shows a dialog box titled "Update Account". At the top, there are "Save" and "Cancel" buttons. Below is the "Account Type" section with "Regular" selected. The "Account Info" section includes "Account Name" (Cake Fund), "Account Code", "Group by", and a checked "Tax Deductible" checkbox. The "Accounting Program Link" section has a checked "Link to Accounting Program's Income Account" checkbox and a dropdown menu showing "Cake Fund". At the bottom, there is a checked "Active Account" checkbox.

Fig2.

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

4. Place a check in the "Link to Accounting Program's Income Account" box.
5. The account name will copy to the box as seen in Fig2. If the account name you want the account funds to link to in Quicken or QuickBooks is different than the description name please type the new account name in the box.

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

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

Now when you post in Contribution Manager it will open Quicken automatically for you as a reminder that it is time to import the file you told Contribution Manager to generate.

**Importing the contrib.qif file into Quicken:**

1. In Quicken click **File | Import | QIF File**
2. Click **Browse** to locate the contrib.qif file.
3. Double click the contrib.qif file to select it.
4. Click **Import** to finish the import.
5. Open your checking account to accept the newly imported transactions.