



- Import from: Choose QuickBooks
- Version: Choose correct version
- Import Path: Browse to folder where file is saved.  
(You will not be able to actually see the file so you do need to know where it is saved)
- When you have the correct folder, the "Select Client ID File:" will contain the name of your file.
- File extension: must be one of the choices - cannot be a backup file.
- Select Trial balance or General Ledger Detail. Detail is preferred if available
- Select Accounting year as QuickBooks will show any and all years
- Period date is Yearly
- Do not select "Prior Year Data" or "Use class to build entity structure" as this will override any Caseware data you have from prior years
- If you do not use the subaccounts, do not check the "Show all subaccts in acctno."
- Select "Okay"