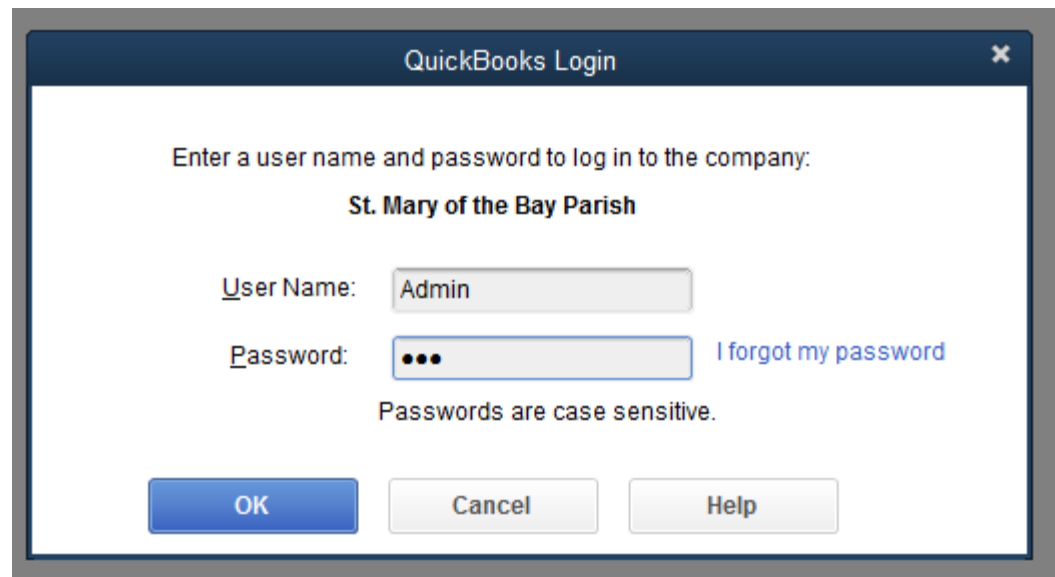


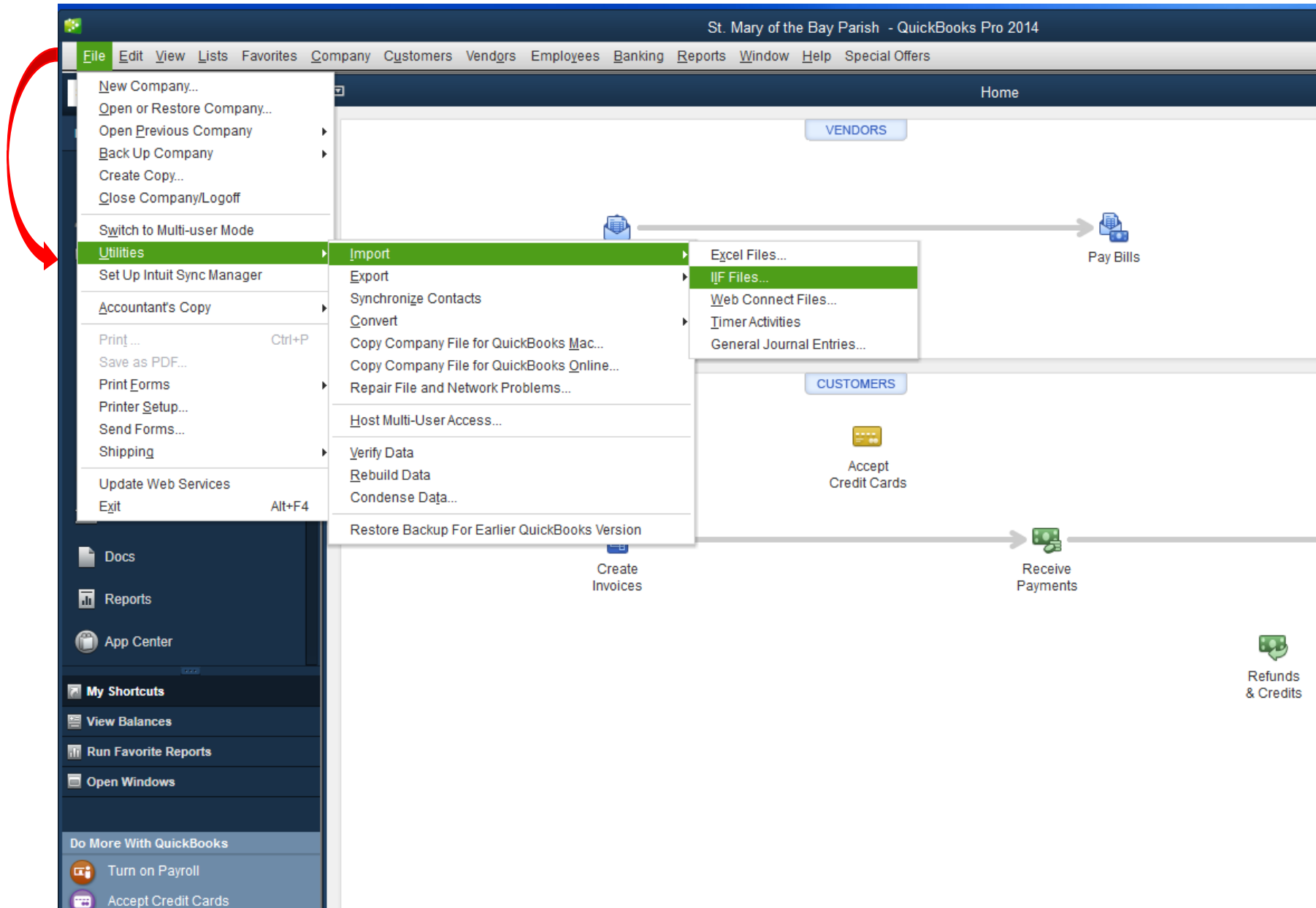
HOW TO IMPORT PARISHIONER CONTRIBUTIONS AND FEES FROM WeSHARE INTO QUICKBOOKS

1. Click on the QuickBooks icon. If your USER NAME does not have ADMIN access you must sign in with the ADMIN user name and Password. (Only those with ADMIN access can import WeShare files to Quickbooks.)



The image shows a screenshot of a "QuickBooks Login" dialog box. The title bar reads "QuickBooks Login" with a close button (X) on the right. The main text inside the dialog says "Enter a user name and password to log in to the company:" followed by "St. Mary of the Bay Parish" in bold. Below this, there are two input fields: "User Name:" with the text "Admin" entered, and "Password:" with three black dots representing a masked password. To the right of the password field is a blue link that says "I forgot my password". Below the input fields, it says "Passwords are case sensitive." At the bottom of the dialog, there are three buttons: "OK" (highlighted in blue), "Cancel", and "Help".

2. THEN GO TO: The FILE dropdown menu and choose, Utilities, then Import, then IIF files



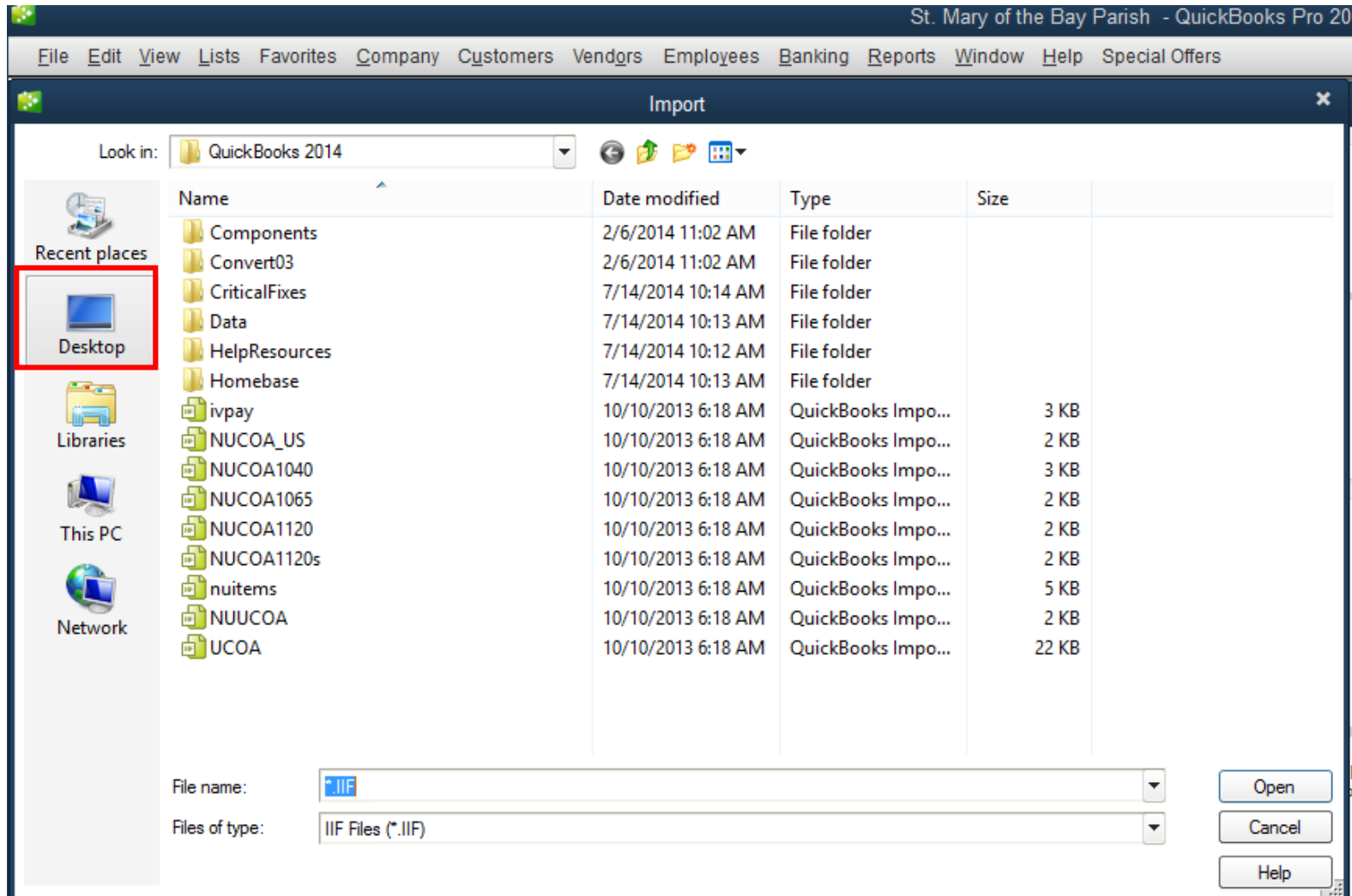
Instructions created by: Sandra Rainone
St. Mary of the Bay Parish, Warren, RI
November 2014

3. LOCATE THE QUICKBOOKS EXPORT FILE FROM WHERE YOU SAVED IT.

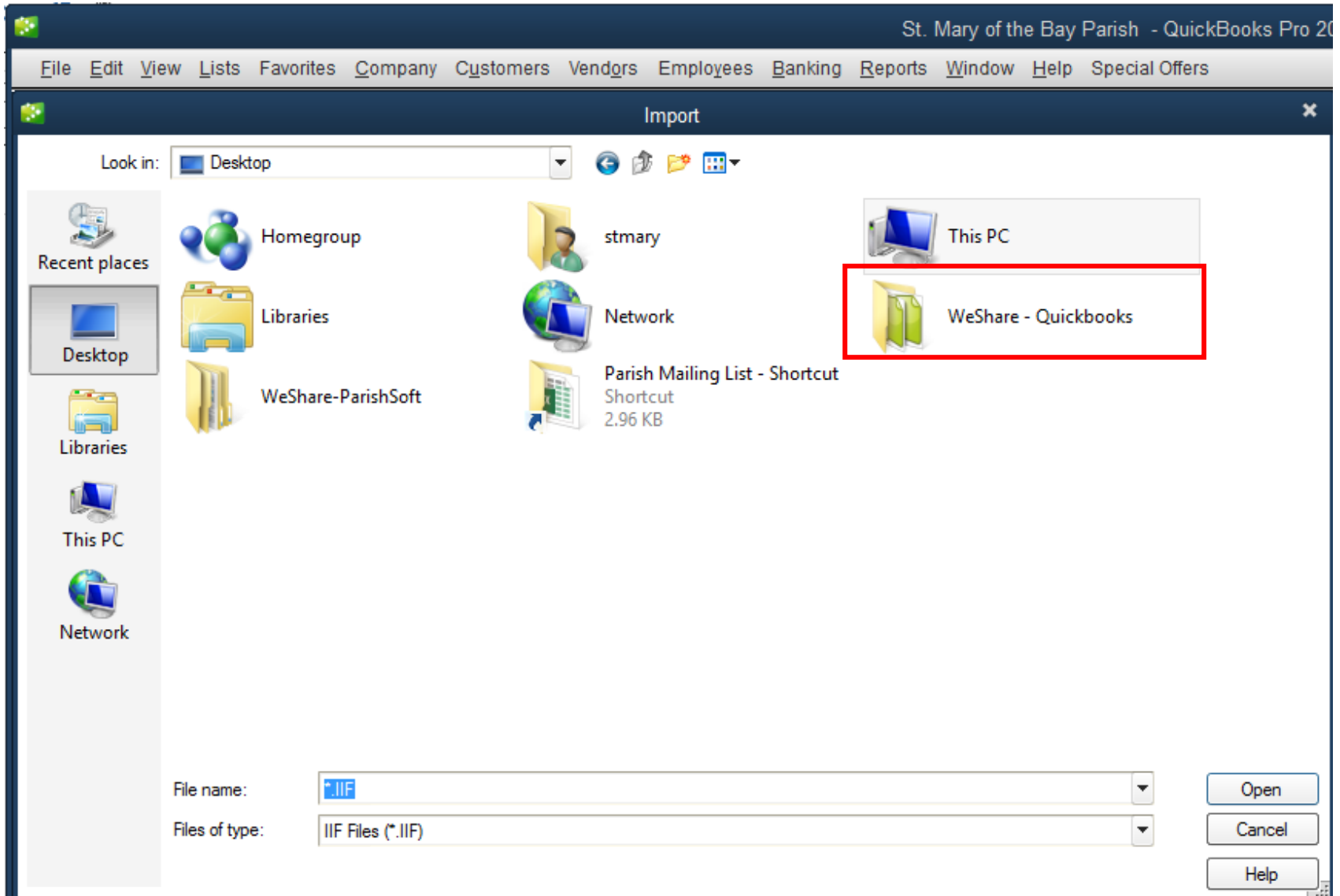
These are the files you created in WeShare – Control Panel – Reports & History – Financial Export and SAVED in a folder. (cf separate instructions)

It is recommended that you save them to your Desktop in a folder called We-SHARE – QUICKBOOKS

4. CLICK the location of where you have saved your file to open it.
(In this case our file is located on the desktop)

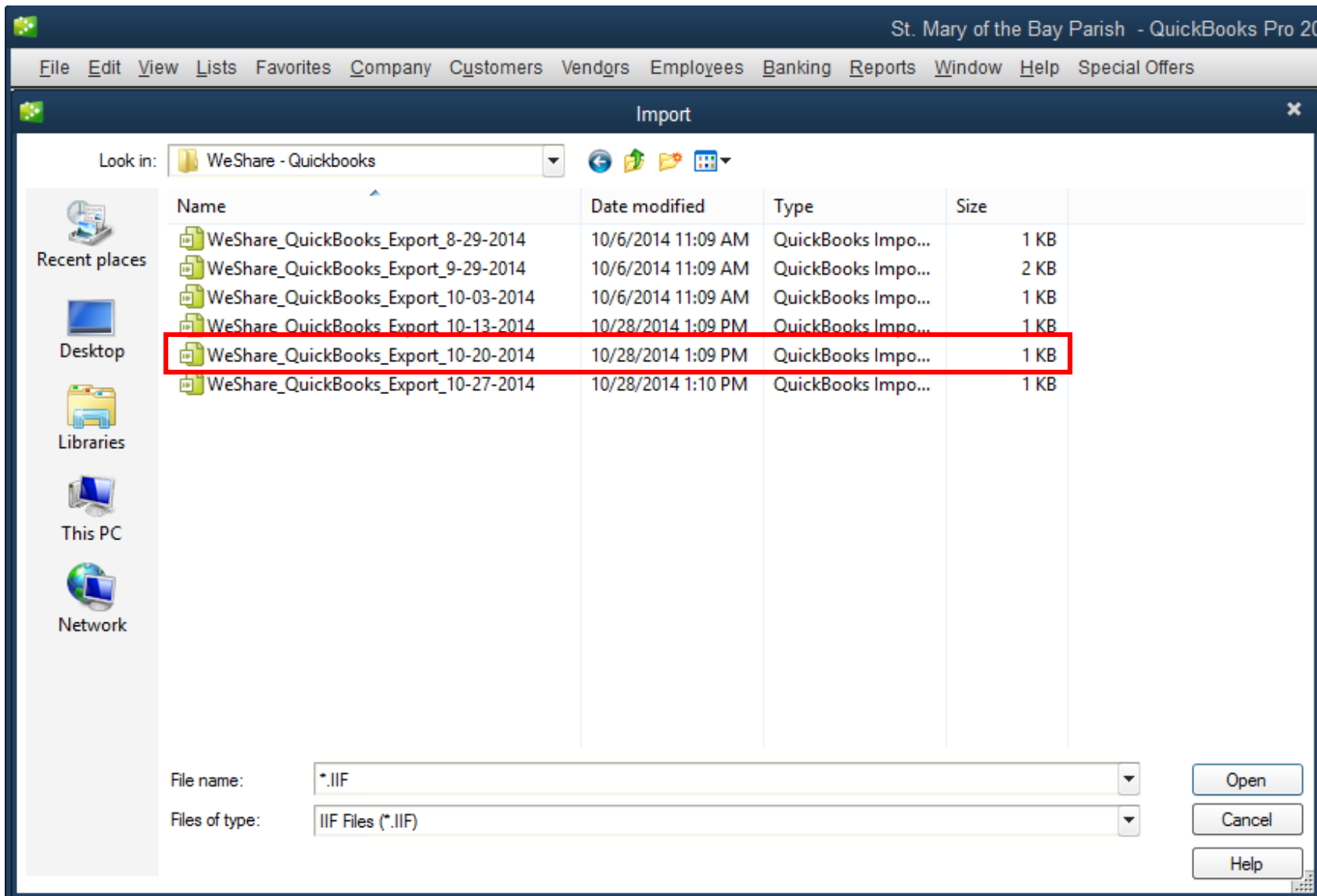


5. CLICK on the folder to open it.

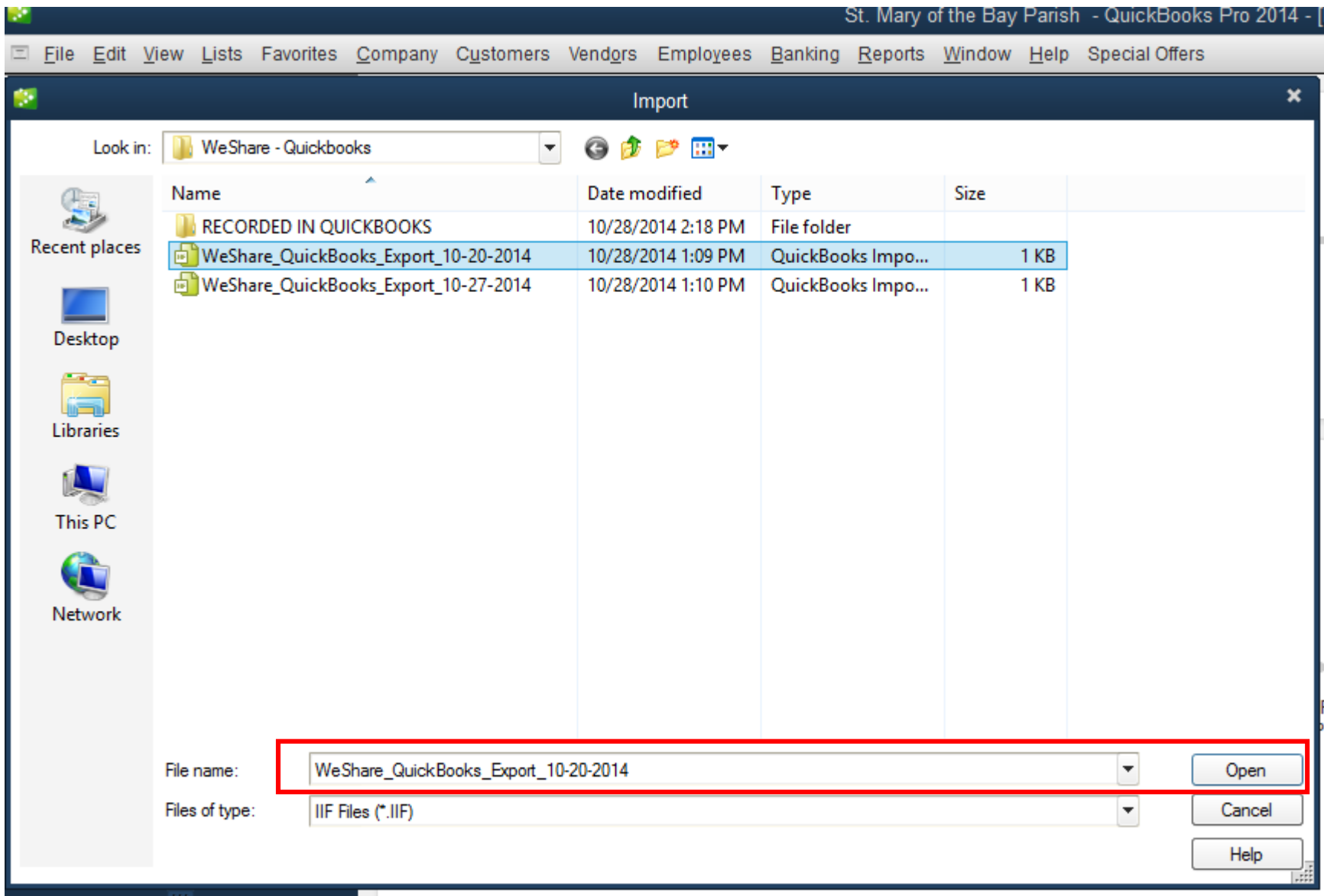


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6. Click to choose the Export file to be transferred (Imported) to Quickbooks

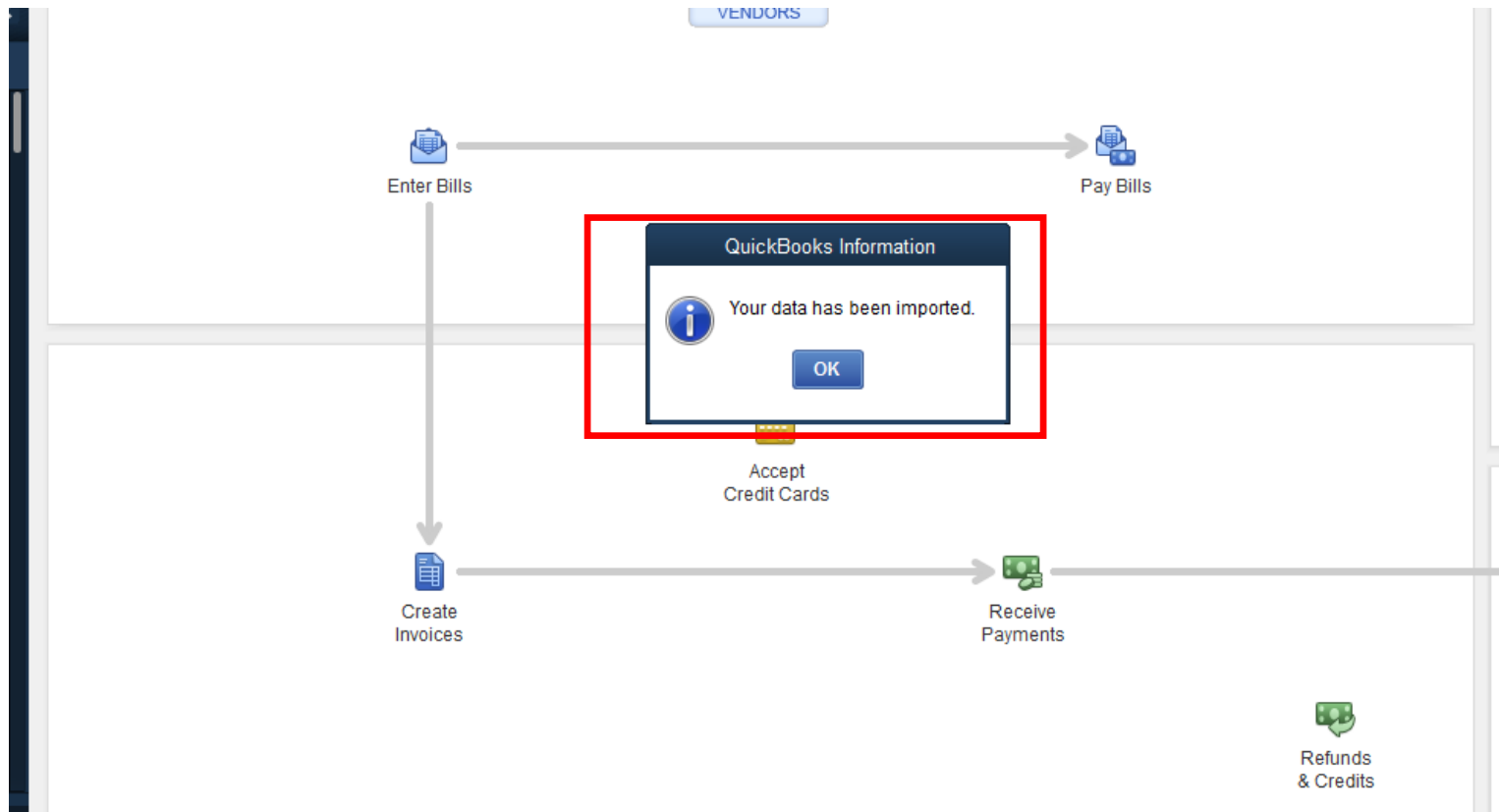


7. You will see the file to be transferred appear in the File Name box, Click OPEN



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8. You will receive the message below once the data is imported



9. You can view the transaction in your QuickBooks check register

	CHK	-split-	from 9/21/14 to 10/4/14		
0/13/2014	202				400.40
	GENJRN	-split-	Transfer from WeShare on 10/13/2014		
0/15/2014					4,464.50
	DEP	-split-	Deposit		

10. After you confirm the transaction in your Quickbooks check register, be sure to file the downloaded information file in a separate folder called **RECORDED IN QUICKBOOKS**. This will help prevent a duplication of information.

