

Quicken Account Setup for Servant Keeper® V5

In Contribution Pro follow these steps.

Step 1:

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

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

You will see this screen:

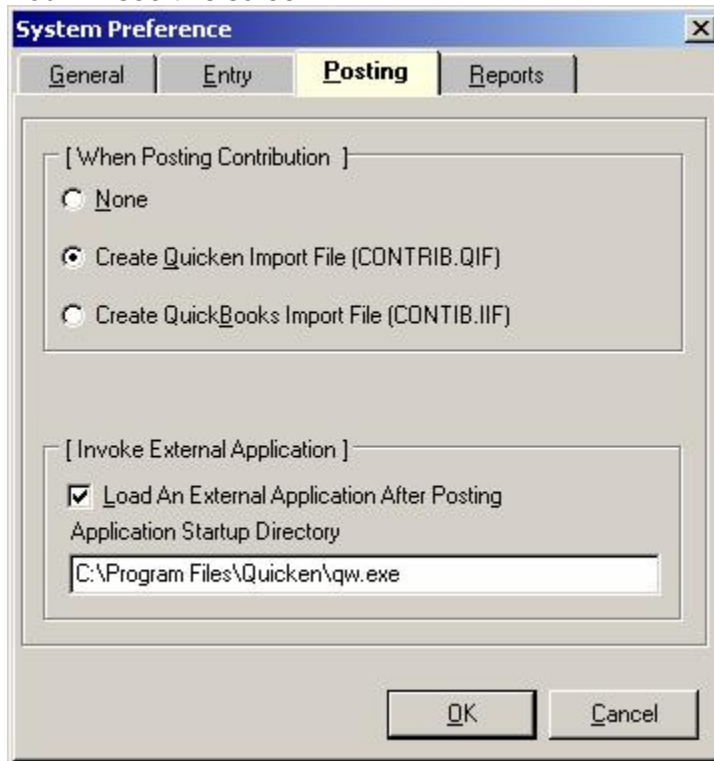


Fig1.

Note: In this screen Servant Keeper is setup for Quicken.

3. Select “**Create Quicken Import File (CONTRIB.QIF)**” as seen in Fig1.
4. If you want Quicken to open when posting in Contribution Pro (recommended), click in the check box for “**Load An External Application After Posting**” and then type 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 and QuickBooks. You might need to refer to your Quicken or QuickBooks shortcut properties or manual for the exact location of your program.

Step 2:

Next you need to setup the accounts in Contribution Pro. You need to setup the link for every Contribution Pro 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.

You will see this screen:

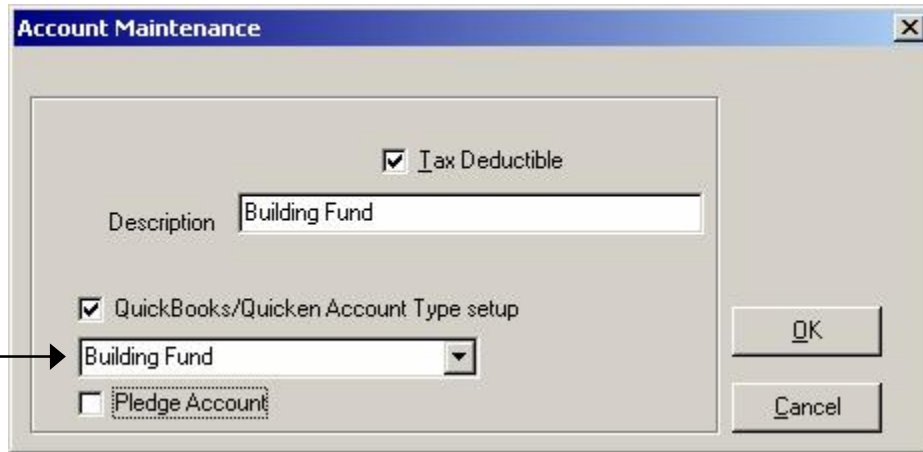


Fig2.

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

3. Place a check in the “**QuickBooks/Quicken Account Type setup**” box.
4. 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 Pro account you want to link to Quicken.

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