



Automatic Import of IIF Files Received via Email into QuickBooks Online

FOR GURU IMPORTER CUSTOMERS

EASY TO USE



Hands off importing of your IIF journal entries and checks, at **no extra cost**. You can still manually import.



Managing multiple companies is simple with a dashboard view of the latest import date and import status for each of your companies.

STAY UP TO DATE

Import status notifications delivered for every import, to any email address of your choice for each company. Ask about our optional “Duplicate Warning” notifications, great for large firms managing payroll processing!

HOW TO GET STARTED WITH EMAIL IMPORTS:

Verify the following with your payroll or POS provider support team:

- They can email your IIF files to any email address that you specify.
- Ask the provider to show you where the email field is in their software.
- Confirm that the field in your provider’s platform can accommodate an email address of at least 43 characters.

Contact Guru Importer support:

Email support@guruimporter.com to request that we enable email imports for your Guru account, and be sure to mention your original (admin) email account. This request will cover all of your current and future QuickBooks Online companies in Guru Importer.

After Guru support confirms that your account is enabled for email imports:

Follow the simple steps on the next two screens. These steps must be completed for each QuickBooks Online company for which you receive an IIF file via email. After these steps are completed for each company, you are ready for automatic email imports!

Contact Guru Importer Support:

Email us at support@guruimporter.com or submit your question through the “Contact the Guru” tab.

You're logged in as ab5davis@cox.net Logout as this user and log back in as yourself

Test Org2 Users

Name	Email	Status
Invite User		
<input type="text"/>	<input type="button" value="Invite User"/>	

1 Click here on the gear icon to open the Actions menu

QuickBooks Online Accounts

Name	File Name	Date	JE	CHK	Actions
Test company	Checks - TXT sample.iif	01.01.24	n/a	✓	<input type="button" value="Select file for import"/> <input type="button" value="See all imports"/> <input type="button" value="⚙️"/>

Create new QuickBooks Online import account

- Chart Of Accounts
- Customers
- Vendors
- Employees
- Classes
- Locations
- Errors
- Inbound mail settings**
- Sync All Lists
- Disconnect from QuickBooks
- Delete this account

Member Guru Importer accounts These are accounts that you manage and pay for.

Account Name	Contact Name	Contact Email	Status?
Invite a company to become a member			
<input type="text"/>	<input type="text"/>	<input type="button" value="Invite Company"/>	

2 Click here to open the screen for inbound email settings

Inbound Email Settings

Your inbound email address for Test company is:

Unique encrypted email address generated by Guru (partially redacted here).

3 Click here to copy the email address, then paste it into the email field in your payroll or POS application.

Email for inbound mail notifications

4 Notifications showing success or error(s) for every import will be sent to the email address of your choice. You can enter any email address here, to receive the notifications.

5 If you update the email address for notifications, then click here to save the change.

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