

# Converting a File

Click Convert a File in the Conversion window. MYM2QIF will display the information window. Start by entering the name of the account you are converting in the field. You must enter the name exactly as it appears in MYM if your deposits are to show correctly in the QIF file. Next, select the account type by clicking the appropriate button. There are two options for exporting the memo. The Payee as memo is the most common method. If you made extensive use of the memo field in MYM, you may want to click Memo as memo.

## 4 Hint

Quicken limits most account and category names to 15 characters. You can use a word processor to load your MYM report file and do a global change of these names prior to using MYM2QIF. For example, if your main banking account name is Jonathan and Jennifer Smith you change it to NBC or Smith NBC. Remember, the name of the account must be accurately entered into the account name field in the Information window. Be sure to save your file as a text file (maybe under a different name!).

Deposits create a difficult conversion task. We strongly encourage you to enter an ID number (start at 100) for each deposit to provide for a more accurate translation. If your deposits list more than one source of inflow (e.g., say your tax refund check and check from mother for your birthday deposited in one transaction) you must provide ID numbers to have the transactions accurately translated. If you are using ID numbers for the deposits, select Use ID's for Deposits.

If you are going to import your QIF file into a Window's application, click To Windows (MYM2QIF will add a line feed to each line).

Click Start Conversion to begin the conversion of your data. MYM2QIF will not change any data in your MYM data file or your MYM report file.

MYM2QIF will ask you to locate your data file that you created in MYM. Next, you will be asked what you want to name your QIF file that MYM2QIF will create (MYM2QIF will suggest a file name with .QIF appended). Once you have completed these two steps, MYM2QIF will begin working on your file. You will see the Progress dialog appear as your data is read and then again when MYM2QIF works through the conversion.

If you have split deposits that have more than one source of income, you should number each deposit transaction in MYM and then click Use ID's for Deposits for an accurate translation.

When MYM2QIF finishes converting your data, you will see the following dialog telling you that the file is ready for importing into your personal finance application.

ou can convert additional files by entering the account name and then selecting the appropriate account type.

### Converting NonChecking Account Files

If you pay enter your credit card payment as a transfer from your checking account, you will need to delete the transfer item in your VISA account register or QIF file. MYM2QIF has no way of recognizing this duplicate transaction.