

## Export lists to another Reckon Accounts company

 Only the [Reckon Accounts Administrator](#) can do this.

You can export part or all of your company lists to another Reckon Accounts company. For example, if you work with two different Reckon Accounts companies, you might want to export a list of suppliers you created in the first company to the second company.

**Important:** This procedure does not export transactions.

### To do this task

1. Make a backup copy of the Reckon Accounts company that will receive the list information.
2. Open the company that contains the lists you want to transfer.
3. Go to the **File** menu, click **Utilities**, click **Export**, and then click **Lists to IIF Files**.
4. In the window that appears, select the lists that you want Reckon Accounts to include in the export file.
5. Click **OK**.
6. Enter a filename for the export file.
7. Click **Save**.
8. Open the Reckon Accounts company that will receive the list information.  
To quickly find and open the file, go to the **File** menu and click **Open Previous Company**.
9. Go to the **File** menu, choose **Import**, and then click **IIF Files**.
10. Select the export file you just created and click **Open**.

Reckon Accounts adds the list information in the export file to the company file. For example, if "Bartel Insurance" is on the **Supplier** list in the export file, Reckon Accounts adds "Bartel Insurance" to the **Supplier** list in the company file.

When the two files happen to have identical list entries, Reckon Accounts updates the information for those entries in the company file. For example, if the export file lists the address of "Bartel Insurance" as "4565 Hermosa Ave" and the company file lists the address as "20300 Commerce," Reckon Accounts changes the address in the company file to "4565 Hermosa Ave." When the two files have many duplicate entries, make sure that the export file contains the most current information.