

# How to import Templates into QuickBooks?

**Meta Title:** How to Import Templates into QuickBooks

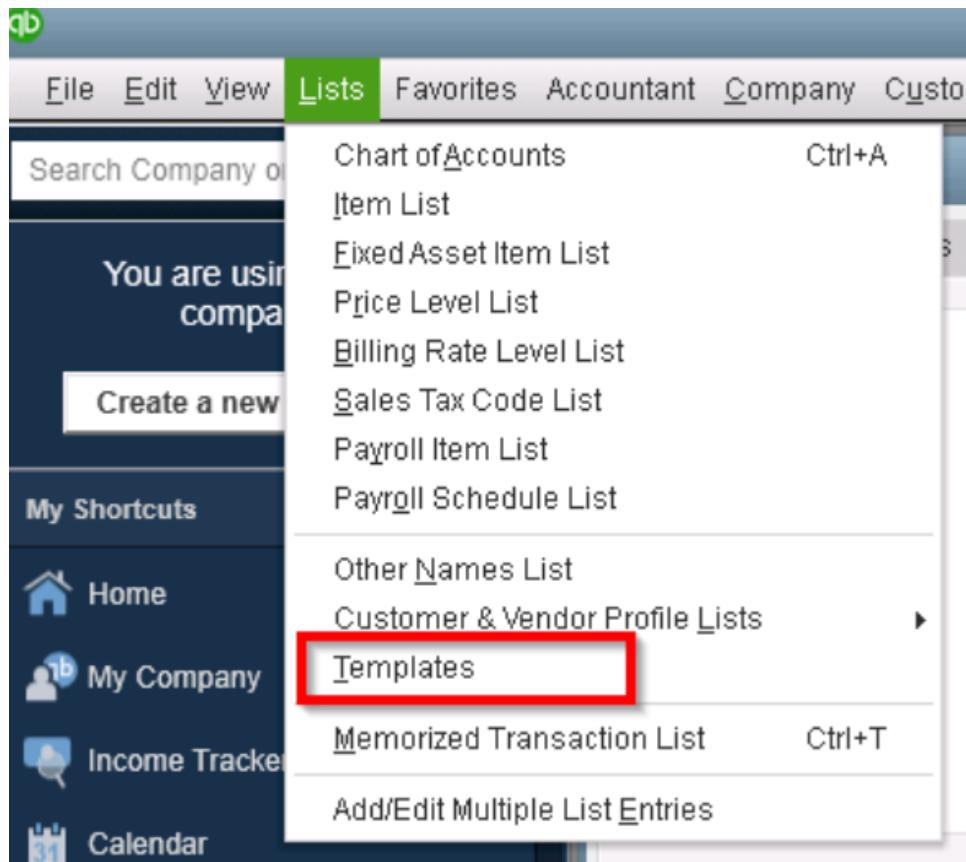
**Meta Description:** Learn how to import templates into QuickBooks easily and efficiently. Streamline your accounting processes with customized templates. Get started now!

You can import certain template files (.des files) into your QuickBooks files. Some templates can be imported into QuickBooks directly.

Template files are identified by the .des file suffix.

Learn how to import Templates into QuickBooks by following the below steps:

1. Log into the company file you want to import the template into.
2. Select **Lists**.



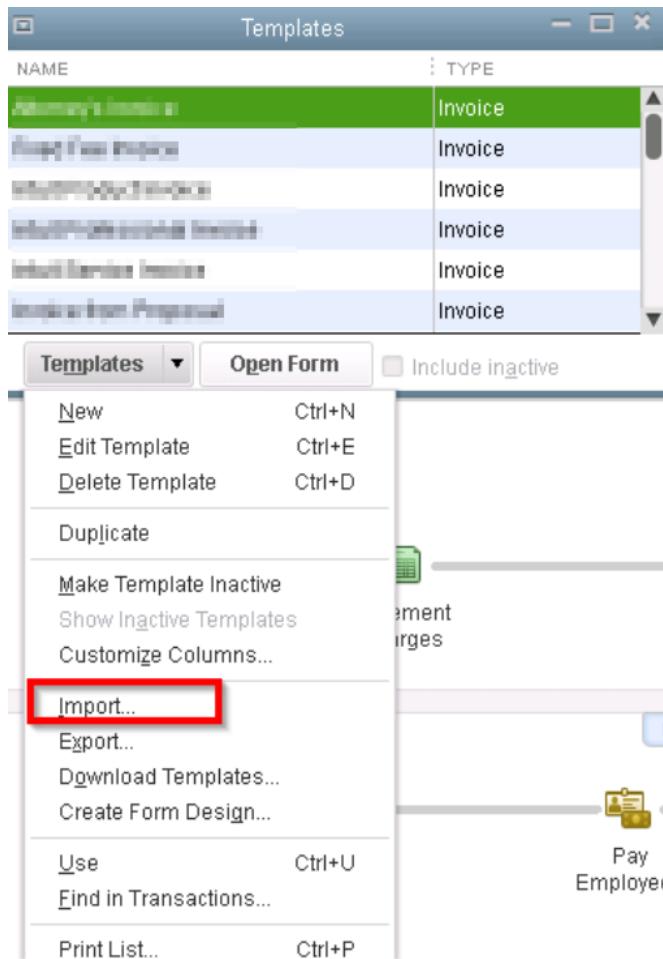
3. Choose **Templates**.
4. Click the drop-down arrow next to **Templates** as shown in the illustration below.

**Templates**

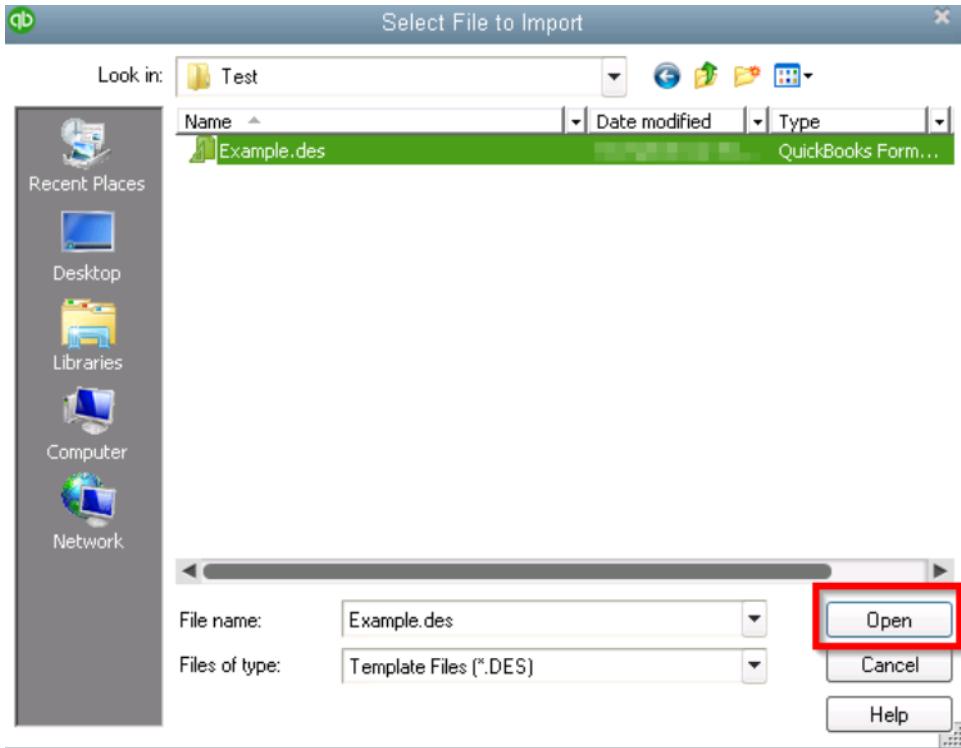
NAME	TYPE
Attorney's Invoice	Invoice
Fixed Fee Invoice	Invoice
Intuit Product Invoice	Invoice
Intuit Professional Invoice	Invoice
Intuit Service Invoice	Invoice
Invoice from Proposal	Invoice

Templates Open Form  Include inactive

5. Select **Import**.



6. Navigate to that location to find the .des file that is being imported.  
 7. Double-click **Open**.



Now, the template should be accessible within the QuickBooks company.

### Benefits:

Here're the 3 benefits of importing Templates into QuickBooks:

- **Time Savings:** By removing the need to manually build or duplicate templates in QuickBooks, importing templates saves you a significant amount of time. Pre-made templates for invoices, purchase orders, sales receipts, and estimations can be readily imported and used right away.
- **Consistency and Branding:** Using templates when creating business papers ensures uniformity. You can import templates with your brand identity in mind, including the formatting, colors, and logo of your business. This gives all of your financial records a polished, consistent style that improves the perception of your company.
- **Accuracy and Efficiency:** Predefined fields and formats provided by templates lower the likelihood of data entry mistakes. You can enter data quickly and guarantee consistency in your financial records by importing precise and well-structured templates.

### Conclusion:

You can use pre-existing designs or make customized templates that meet your company's needs by importing templates into QuickBooks. It makes document generation easier, increases branding and accuracy, all of which help financial management become more effective.

If you're still having trouble importing Templates into QuickBooks and need more help, feel free to contact us at +1- (888)415-5240.