2026 EDITION

Bulk Reclass Journal Entry Guide

Move many miscoded transactions to the right accounts with one checked import file, for QuickBooks Online (CSV) and QuickBooks Desktop (IIF).

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Good uses

- Year-end cleanup of Uncategorized Expense, Uncategorized Income or Ask My Accountant.
- Splitting a parent account into subaccounts (Utilities into Utilities:Internet and Utilities:Phone).
- Moving personal purchases on the business card to Owner's Draw.
- Your accountant's adjusting list, turned into entries you can import instead of typing.

> Not tax, legal or accounting advice. Which account a transaction belongs in depends on your facts. Have a qualified professional review the Debit and Credit columns before you import.

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Which method should I use?

Method	Best for	Limits
Edit the original transaction	A few transactions in an open period	Slow for many items; changes a transaction that may already be reconciled
Reclassify transactions tool (Online)	Online Accountant users and Online Advanced subscribers	Per Intuit: cannot change the bank or card account of expenses, inventory adjustments, or payroll; for invoices, sales receipts, checks or bills with products or services only the class can change
Reclass journal entry (this kit)	Many items, any edition, Desktop or Online; one reviewed list with a memo back to each original	Changes account totals only; item, sales tax, payroll and some vendor reports still follow the original transaction

Do not use a reclass entry for

- Payroll, payroll liabilities or sales tax payable: fix these through the payroll or sales tax screens.
- Inventory items: a journal entry does not change item quantities.
- Periods whose tax returns are filed, unless your tax preparer agrees.
- Bank or credit card account mistakes (money in the wrong bank account): use a transfer or edit the transaction.

> Tip: put the original transaction's type, date and number in the workbook. It becomes part of each line's description, so anyone can trace the entry back.

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Filling in the workbook

1. **Accounts.** Export your chart of accounts and paste the full names. Subaccounts must be written Parent:Sub (for example Utilities:Internet). Choose each account type from the list.
2. **Reclass_Lines.** One row per move. FROM = where the amount sits now. TO = where it belongs. Leave the date blank to use the default date in Settings.
3. **Check column.** Every row must say OK. The workbook blocks: unknown account names, FROM = TO, missing or negative amounts, dates on or before your closing date, and A/R or A/P lines without a customer or vendor name.
4. **Summary.** Debits must equal credits, and the account net-change check must be 0. Summary also tells you how many rows to copy for each import file.

The debit / credit rule

Moving an amount means taking it out of the FROM account and putting it into the TO account. Whether that is a debit or a credit depends on the FROM account's normal balance:

FROM account normal balance	Debit	Credit	Example
Debit (assets, expenses, cost of goods sold)	TO	FROM	Uncategorized Expense to Meals: debit Meals, credit Uncategorized Expense
Credit (income, liabilities, equity)	FROM	TO	Uncategorized Income to Accounts Receivable (customer payment booked as income): debit Uncategorized Income, credit A/R with the customer name

Owner's Draw is equity but normally has a debit balance, so the example list sets its Override to Debit. For anything unusual, type Y in Flip to swap the two sides, and always read the Debit account and Credit account columns before importing.

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Import into QuickBooks Online

1. Make the CSV file

- Open QBO_Import_CSV. Summary shows the last row to copy (for example rows 1 to 13).
- Select those rows, Copy, open a new blank workbook, Paste Special > Values.
- If you do not use classes or locations, delete those columns. File > Save As > CSV (Comma delimited).

2. Import (steps from Intuit's help article)

1. Select + New (or + Create), then Journal entry, then Import.
2. Find and select your CSV file, select Open, then Next.
3. Map the columns: Journal No., Journal Date, Account Name, Debits, Credits, Description, Name (and Class, Location if used). Select Next.
4. If there is an error, fix the file and try again. Then select Start import and OK.

Rules that cause most import errors

Rule	Why
Accounts must already exist	Intuit: add new accounts to the chart of accounts before importing
Subaccounts as Parent:Sub	Using only the subaccount name gives a Line Account invalid error
Turn off account numbers during the import	Intuit's article says to turn them off first; turn them back on afterwards
A/R and A/P lines need a Name	The import asks for a customer or vendor on those lines
Lines are grouped by Journal No.	Rows with the same Journal No. become one entry; a Reference Number column does not split them (Intuit Community, Nov 2025)
Duplicate journal numbers	With the duplicate-number warning on, entries reusing a number can be blocked; change the prefix in Settings

Checked against Intuit's help article 'Import journal entries' (international edition, updated 2026). US screens may show slightly different button names.

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Import into QuickBooks Desktop (IIF)

> Back up first: File > Back Up Company > Create Local Backup. An IIF import cannot be undone with one click.

1. Open QBD_Import_IIF. Copy row 1 down to the last row shown in Summary (header rows !TRNS, !SPL, !ENDTRNS included).
2. Paste as values into a new workbook. File > Save As > Text (Tab delimited) (*.txt).
3. Close the file, then rename it from .txt to .iif (turn on file name extensions in Windows if you cannot see them).
4. In QuickBooks Desktop (single-user mode): File > Utilities > Import > IIF Files, choose the file.
5. Run Reports > Accountant & Taxes > Journal for the entry date and compare it with Summary.

How the IIF lines work

Row	Meaning
TRNS	First line of the entry: the debit side, positive amount
SPL	Second line: the credit side, negative amount
ENDTRNS	End of that entry

> Watch account and name spelling: if an IIF account or name does not match exactly, Desktop may create a new one instead of using yours. The Check column catches account names that are not in your list; still compare names with your Customer and Vendor lists.

Desktop 2023 users: Intuit's policy says QuickBooks Desktop 2023 was discontinued after May 31, 2026. IIF import is a local feature, but plan your upgrade or move to Online; this workbook makes both file types from the same list.

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Checklist

Done	Before import
[ ]	Backup (Desktop) or exported reports (Online) saved
[ ]	All rows OK; debits = credits; net-change check = 0
[ ]	Dates are after the closing date and in the right year
[ ]	Journal numbers not used before
[ ]	Accountant reviewed Debit and Credit columns

Done	After import
[ ]	Journal report total equals Summary total debits
[ ]	Profit and Loss by account moved as expected (compare with the Accounts sheet net change)
[ ]	A/R or A/P entries applied to the right open invoice or bill, if needed
[ ]	Workbook saved with your year-end records

Undo

Online: open each imported journal entry (search by Journal No.) and delete it. Desktop: restore the backup you made, or delete the entries from the Journal report.

> Need a second pair of eyes? A US tax and bookkeeping practice with 20+ years of bookkeeping experience can review your reclass list before year-end: taxnpaypro.com

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