



QUICKBOOKS ONLINE ADVANCED CERTIFICATION COURSE

Supplemental Guide

Module 1: Complex Conversions

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Laura runs Redmond Accounting Inc., a boutique cloud accounting and consulting firm selected by Intuit as a Top 20 Firm of the Future. Their service delivery is centered solely on QuickBooks Online and its eco-system of apps. Laura co-created the AERO Workflow app used by accounting firms to manage their knowledge capital and service delivery. The Aero Library includes step-by-step instructions and procedures for many of today's most popular apps in the QuickBooks Online eco-system.

About the Team

It does take a village to complete a project of this magnitude. My heartfelt thanks goes out to the following team members and fellow ProAdvisors as well as Intuit employees Lindsay Ransom and Trudie Folsom for all their long hours and dedication.



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Michelle is the owner of Long for Success, LLC specializing in QuickBooks training and consulting. Plus, she consults with developers regarding feedback and input on app development, understanding and reaching the market and more.

She is co-author of the *Advanced Certifications for QuickBooks* (both QuickBooks Online and desktop) and author of numerous courses for Intuit's Accountant University.

Michelle is the author of five books: *How to Start a Home-Based Bookkeeping Business*, *QuickBooks Practice Set*, *QuickBooks Online Practice Set*, *QuickBooks 2014: on Demand*, and *Successful QuickBooks Consulting* – all are available on Amazon.

Michelle's recognition includes: CPA Practice Advisor Most Powerful Women, Top 10 ProAdvisor for Trainer/Writer and Social Media, Top 100 ProAdvisor, Small Business Influencer Champion, Stevie Gold Winner for Women in Business and more.



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MB (Mary Beth) Raimondi, CPA, CITP, MS Taxation is an Advanced QuickBooks Certified ProAdvisor in both QuickBooks Desktop and QuickBooks Online as well as being certified in Enterprise and Point of Sale.

She has been teaching QuickBooks nationally to both end users and accountants/consultants since 1999. She is a charter member of the Intuit Trainer/Writer Network.

The focus of her practice in CT is mainly QuickBooks consulting and training, specializing in strategizing, researching and installing third-party add-ons and conversions to QuickBooks from other accounting software.

She's part of the Intuit Premier Reseller program, getting great deals on Intuit products and services.

MB was named the Top QuickBooks Online ProAdvisor, 2015 by Insightful Accountant and has been in the Top 100 ProAdvisors for 2014-2016.



Heather D. Satterley, EA

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Heather has been helping users learn and use QuickBooks since the late 1990s. Her passion is helping others improve their business accounting processes through the use of QuickBooks and related apps, and spreading her knowledge and experience with others through blog articles, live events and webinars.

As owner and founder of Satterley Training & Consulting, LLC, Heather works with accounting professionals to create accounting systems and procedures using QuickBooks and related applications that simplify and streamline their day to day workflows.

She is Advanced Certified in QuickBooks Desktop and Online as well as POS Desktop and QuickBooks Enterprise. In addition to QuickBooks related services, Heather is also an Enrolled Agent licensed to practice before the IRS and works with clients to resolve tax issues.

Heather was named a Top 100 ProAdvisor by Insightful Accountant in 2014, 2015 and 2016. She is a member of Intuit Trainer/Writer Network.

Supplemental Guide Overview

PURPOSE OF THIS GUIDE

Welcome to the advanced certification training program for QuickBooks Online. As trends continue to show businesses moving to the cloud, you'll want to be familiar with the internet and web-based services. QuickBooks Online with its ecosystem of apps is both an accounting solution and platform for supporting your small business clients now and into the future. Your expertise with QuickBooks Online will enable you to determine when and how to convert your clients. For clients with existing historical data, your knowledge of advanced conversion scenarios ensures a successful transition. In this first module, we will explore what you need to know when contemplating and performing a conversion to QuickBooks Online. This guide is intended to further help you understand conversion capabilities and complex scenarios that can occur when converting to QuickBooks Online.

PRODUCT UPDATE NOTIFICATION!

QuickBooks Online and QuickBooks Online Accountant are constantly being improved:

- When you log in to qbo.intuit.com, it may look different from the screenshots originally taken for this supplemental guide
- Where to go to learn about the latest product updates:
 - <https://www.firmofthefuture.com/product-industry-news/product-updates//>
 - <http://quickbooks.intuit.com/blog>

GOOGLE CHROME

NOTE: Screenshots and instructions included in this guide use Google Chrome as the browser.

LEARNING OBJECTIVES

- Identify potential challenging scenarios when converting from QuickBooks Desktop products
- Recognize feature differences and data that does not convert from Desktop
- Identify when to start a new QuickBooks company by entering beginning balances
- Identify post-conversion steps required to set up a company (in scenarios such as clients with inventory, banking, payroll and/or sales tax)
- Identify the sequence of steps to correctly enter beginning balances

TRAINING AT A GLANCE

Use this as a guide to select specific workflows you want to cover.

TOPIC	STEP-BY-STEP WORKFLOWS	LEARNING OBJECTIVES
CONTEMPLATING A CONVERSION TO QUICKBOOKS ONLINE	<ul style="list-style-type: none">● Data Limits● QuickBooks Desktop Conversion Tool● App Ecosystem● QuickBooks Comparison● Subscription Users	<ul style="list-style-type: none">● Identify potential challenging scenarios when converting from QuickBooks Desktop products● Recognize feature differences and data that does not convert from Desktop● Identify when to start a new QuickBooks company by entering beginning balances
QUICKBOOKS DESKTOP CONVERSION TOOL	<ul style="list-style-type: none">● Pre-Conversion● Conversion● Post-conversion	<ul style="list-style-type: none">● Identify post-conversion steps required to set up a company (in scenarios such as clients w/inventory, banking, payroll and/or sales tax)
BEGINNING BALANCES	<ul style="list-style-type: none">● Lists● Balances	<ul style="list-style-type: none">● Identify the sequence of steps to correctly enter beginning balances

QUICKBOOKS ACCOUNTANT TEST DRIVE

GUIDES

Exercises contained inside this guide can be completed using the QuickBooks Online Sample Company, Craig's Design and Landscaping Services.

- Open the Sample Company by logging into your QBOA → gear icon → Your Company section → Sample Company
- While you are working in the Sample Company, your work will be saved
- Upon closing the sample company file, QuickBooks Online automatically restores its settings and data. If you log out and log in again, the Sample Company will reset (your work is *not* saved).
- By default, the Sample Company will sign out if inactive for one hour. You will lose any data and settings, since this sample company resets each time you log in. Give yourself enough time to complete the assignment.
- To increase the maximum hours of inactivity allowed before timing out, in the Sample Company → gear icon → Your Company section → Account and Settings → Advanced Settings → Other preferences → Sign me out if inactive for and select two hours or three hours.

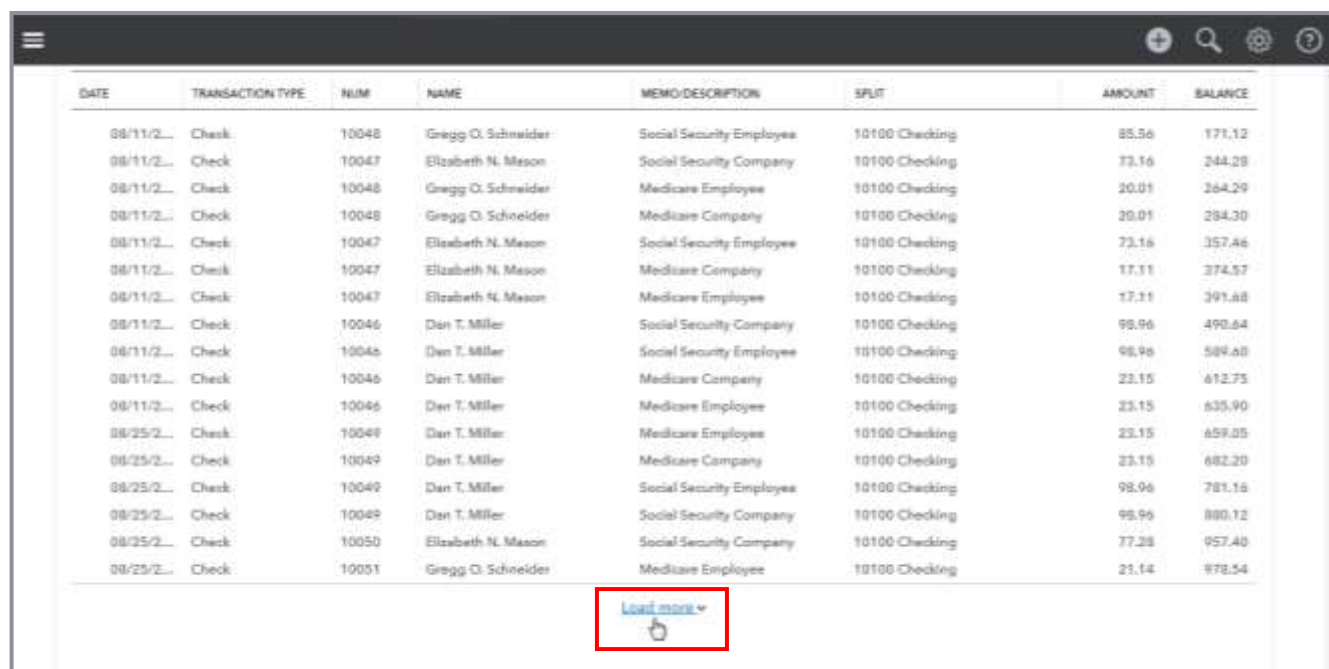
NOTE: *The QuickBooks Online Accountant test drive company contains some features that are not available in QuickBooks Online Simple Start, Essentials or Plus. (You may wish to share the QuickBooks Online test drive file with your clients for them to practice without seeing Accountant-only features: <https://QuickBooks Online.intuit.com/redirect/testdrive>.) In addition, some features (such as in-product Help) are not enabled in this test drive file. This is subject to change.*

Topic 1: Contemplating a Conversion to QuickBooks Online

A certain set of steps are required to start a new QuickBooks Online company for a new business, such as configure the company settings, connect the bank and create the Chart of Accounts. To start a new QuickBooks Online company for an existing business involves a more advanced understanding of data limits, conversion tool details and workarounds to replicate current workflow. This first topic explores the factors to be considered when contemplating a conversion to QuickBooks Online.

DATA LIMITS

QuickBooks Online does not have a database file size limit. You may enter an unlimited number of records to the list tables (customers, vendors, chart of accounts, product and service items, classes, etc.), and you may enter an unlimited number of transactions to the general ledger. QuickBooks Online reports use pagination to control the data shown on screen. It will only show some of the data and give you the option to show more. This allows businesses to enter an unlimited amount of data into a QuickBooks Online company database, yet still protects the user running a report from experiencing a lag in response time that would otherwise be caused by the program displaying all the data requested at once.



The screenshot shows a transaction list in QuickBooks Online. The table has columns for DATE, TRANSACTION TYPE, NUM, NAME, MEMO/DESCRIPTION, SPLIT, AMOUNT, and BALANCE. The data is paginated, and a 'Load more' button is visible at the bottom of the list, highlighted with a red box.

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
08/11/2...	Check	10048	Gregg O. Schneider	Social Security Employee	10100 Checking	85.56	171.12
08/11/2...	Check	10047	Elizabeth N. Mason	Social Security Company	10100 Checking	73.16	244.28
08/11/2...	Check	10048	Gregg O. Schneider	Medicare Employee	10100 Checking	20.01	264.29
08/11/2...	Check	10048	Gregg O. Schneider	Medicare Company	10100 Checking	20.01	284.30
08/11/2...	Check	10047	Elizabeth N. Mason	Social Security Employee	10100 Checking	73.16	357.46
08/11/2...	Check	10047	Elizabeth N. Mason	Medicare Company	10100 Checking	17.11	374.57
08/11/2...	Check	10047	Elizabeth N. Mason	Medicare Employee	10100 Checking	17.11	391.68
08/11/2...	Check	10046	Dan T. Miller	Social Security Company	10100 Checking	98.96	490.64
08/11/2...	Check	10046	Dan T. Miller	Social Security Employee	10100 Checking	98.96	589.60
08/11/2...	Check	10046	Dan T. Miller	Medicare Company	10100 Checking	23.15	612.75
08/11/2...	Check	10046	Dan T. Miller	Medicare Employee	10100 Checking	23.15	635.90
08/25/2...	Check	10049	Dan T. Miller	Medicare Employee	10100 Checking	23.15	659.05
08/25/2...	Check	10049	Dan T. Miller	Medicare Company	10100 Checking	23.15	682.20
08/25/2...	Check	10049	Dan T. Miller	Social Security Employee	10100 Checking	98.96	781.16
08/25/2...	Check	10049	Dan T. Miller	Social Security Company	10100 Checking	98.96	880.12
08/25/2...	Check	10050	Elizabeth N. Mason	Social Security Company	10100 Checking	77.28	957.40
08/25/2...	Check	10051	Gregg O. Schneider	Medicare Employee	10100 Checking	21.14	978.54

Load more

While the database is unlimited, there are some screen and field limitations in QuickBooks Online which affect how much data can be input:

- Amount fields are limited to \$99 billion (\$99,999,999,999.99)

Journal Entry #1

Journal date: 03/12/2017

Journal no.: 1

#	ACCOUNT	DEBITS	CREDITS	DESCRIPTION	NAME	LOCATION	CLASS
1		99,999,999,999.99					
2			99,999,999,999.99				
3							
4							
5							
6							
7							
8							
Total		99,999,999,999.99	99,999,999,999.99				

Buttons: Cancel, Clear, Make recurring, Save, Save and now

- Customer and vendor email address fields allow 100 characters

Customer information

Title	First name	Middle name	Last name	Suffix	Email		
Mrs.	Kristy		Abercrombie		kristy@samplename.com - 100 characters		
Company					Phone	Mobile	Fax
					415-555-6579		
* Display name as					Other	Website	
Abercrombie, Kristy							
Print on check as ☐ Use display name					☐ Is sub-customer		
Mrs. Kristy Abercrombie					Enter parent customer Bill with parent		
<div>AddressNotesTax infoPayment and billingAttachments</div>							
Billing address map					Shipping address map ☐ Same as billing address		
5647 Cypress Hill Rd					Kristy Abercrombie 5647 Cypress Hill Rd Bayshore, CA 94326		
Bayshore		CA			City/Town		State/Province
94326		Country			ZIP code		Country

CancelMake inactive

Privacy

Save

- Custom fields on sales and purchase forms have a 30-character limit

Invoice #1097

Robson, Darci-Robson Clinic

Email (Separate emails with a comma)

Send later

Payment Options [Get set up](#)

☐ Credit card

☐ Free bank transfer

BALANCE DUE

\$12,420.98

[Receive payment](#)

Billing address

Dr. Darci Robson
300 Main St, Suite 2
Bayshore CA 94326

Terms

Invoice date 12/15/2018

Due date 12/15/2019

Location

Shipping address

Dr. Darci Robson
300 Main St, Suite 2
Bayshore CA 94326

Ship via

Shipping date 12/15/2018

Tracking no.

R.O. Number

Sales Rep.

Custom Field #3
30 characters

#	SERVICE DATE	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX	CLASS
1		Removal	Removal labor	2	35	70.00		New Construction
2		Framing	Framing labor	11	55	605.00		New Construction
3		Subs/Electrical	Electrical work	12	75	900.00		New Construction

[Cancel](#) [Revert](#) [Print or Preview](#) [Make recurring](#) [Customize](#) [More](#) [Save](#) [Save and send](#)

- The customer message field on sales forms has a 1,000-character limit

Invoice #1097

Qty	Description	Unit	Rate	Amount	Tax	Service
19	Lumber:Rough	Rough lumber	785	785.00	✓	New Construction
20	Lumber:Trim	Trim lumber	674	674.00	✓	New Construction
21	Subtotal: \$6,503.00					
22						

Subtotal \$11,917.00

Taxable subtotal \$11,917.00

San Tomas 7.75% 503.98

Shipping

Total \$12,420.98

Balance due \$12,420.98

Message displayed on invoice

1,000 characters

Statement memo:

Attachments: Maximum size: 25MB

Drag/Drop files here or click the icon

[Show existing](#)

Cancel **Revert** **Print or Preview** **Make recurring** **Customize** **More** **Save** **Save and send**

- The name field on an account in the Chart of Accounts allows 100 characters. Colons are not allowed in this field as they are used to denote sub-accounts in QuickBooks Online reporting.

Account

Category Type
Bank

* Detail Type
Cash on hand
Checking
Money Market
Rents Held in Trust
Savings
Trust account

Use **Checking** accounts to track all your checking activity, including debit card transactions.

Each checking account your company has at a bank or other financial institution should have its own Checking type account in QuickBooks Online Plus.

* Name
Checking - 100 characters

Number
10100

Description
Cash

☐ Is sub-account

Enter parent account

Balance
46,969.10

Cancel

Save and Close

- The description field on a check may be cut off if it contains more than 42 characters

Check #491

Account details

Item details

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	BILLABLE	MARKUP %	SALES AMT	TAX	CUSTOMER	CLASS
1	Permit	Building permit	1	175	175.00					Melton, Johnny/Dental of	New Cons
2											

Add lines Clear all lines

Memo

42 characters print on check

Total \$175.00

Attachments Maximum size: 25MB

Drag/Drop files here or click the icon

Show existing

Activities

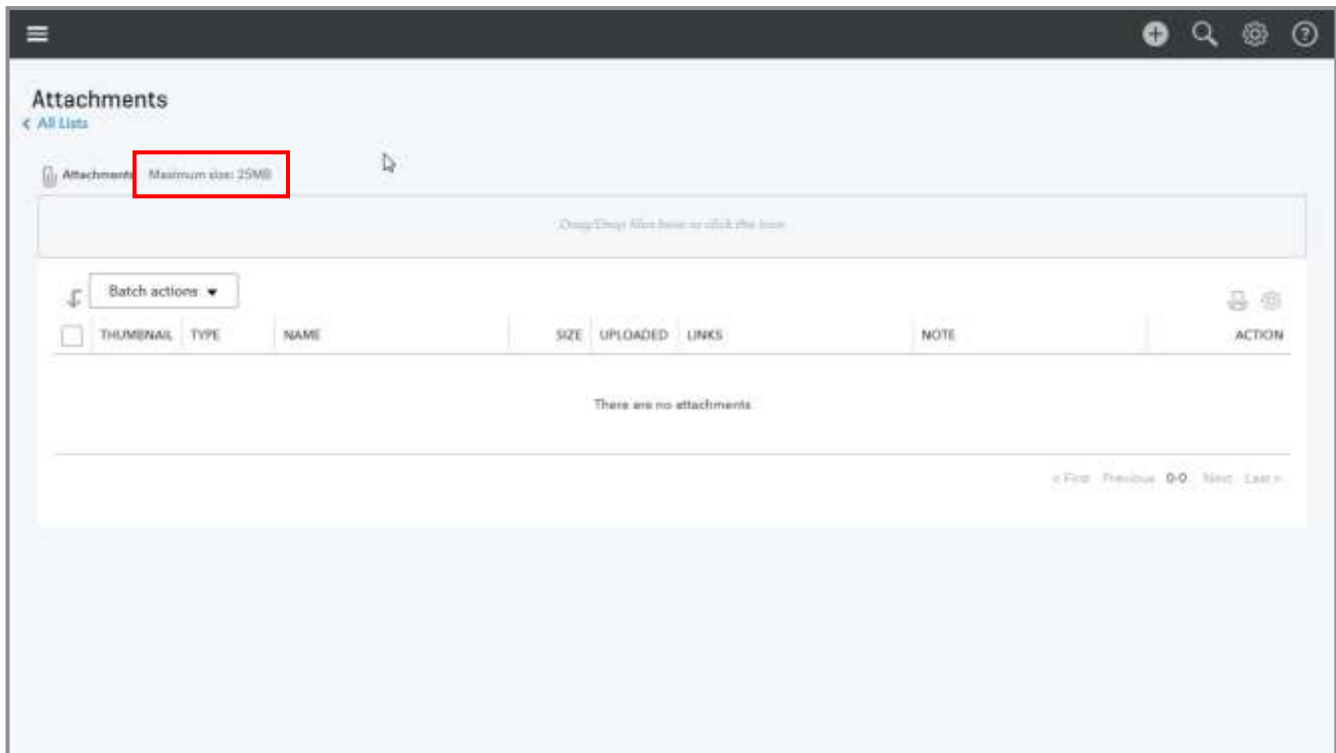
To Choose a recipient

Write a message about this check

Post

Cancel Revert Print check Order checks Make recurring More Save and new

- The maximum individual file size you can upload is 25MB. There is no limit on the total file size of all the attachments uploaded into a QuickBooks Online company and there is no limit on how many attachments you can attach to a transaction – only this 25MB per-attachment limitation.



The following description fields have a 4,000-character limit:

- Item description field (everywhere the product/service item description can be used: estimates, sales receipts, invoices, purchase orders, bills, checks, expense, etc.)

Product/Service information

 Non-inventory [Change type](#)

Name*

Cabinets

SKU

☐ Is sub-product/service

Enter parent product/service

Sales information

☒ I sell this product/service to my customers.

Cabinets - 4,000 characters

Sales price/rate

0

Income account

40140 Construction Income:Ma

☒ Is taxable

SHOW MORE

Save and close

● Customer notes field

Customer information

Title

First name

Middle name

Last name

Suffix

Mrs.

Kristy

Abercrombie

Email

kristy@samplename.com

Company

Phone

Mobile

Fax

415-555-6579

*Display name as

Abercrombie, Kristy

Other

Website

Print on check as

☐ Use display name

Is sub-customer

☐

Mrs. Kristy Abercrombie

Enter parent customer

Bill with parent

Address

Notes

Tax info

Payment and billing

Attachments

Notes

9/15/2003: Send Kristy estimate for den remodel.
9/20/2003: Called Kristy to discuss job: Kristy is not interested at this time. Estimate was competitive, not using another firm.
10/15/2003: Further discussion of bathroom remodel. I offered 10% discount on project if she would sign the contract now.
4,000 characters

Cancel

Make inactive

Privacy

Save

● Description field on a single activity time sheet

Time Activity

Name: Elizabeth N. Mason Time: 8:00

Date: 12/12/2018

Location: Select a Location

Class: Select a Class

Customer: Teschner, Anton/Sun Roo

Service: Framing

☒ Bill at \$ 55.00 per hour

☐ Taxable

☐ Enter Start and End Times

Description

Framing labor
4,000 characters

Summary 8 hours at \$55.00 per hour = \$440.00

Review

Cancel Delete Save Save and now

QUICKBOOKS DESKTOP DATA CONVERSION TOOL

Businesses that use QuickBooks Desktop can benefit from its built-in conversion tool to easily move data to QuickBooks Online. When contemplating a conversion to QuickBooks Online, it's helpful to understand what the conversion tool does and does not convert.

The Desktop conversion tool is limited to 350K transaction targets in the Desktop data file. This is not a limitation of QuickBooks Online, it is a limitation of the QuickBooks Desktop conversion tool.

Targets are the distribution accounts, or lines, on each transaction. You'll learn more about this in Module 2 of this Advanced course. Press F2 in QuickBooks Desktop to view the total target count of the data file.

Product Information			
Product	QuickBooks Accountant Desktop 2017 Release R4P		
License number	2630-2936-6194-122	ACTIVATED	
Product number	766-119	R4_108	
User Licenses	1		
Installed	01/05/2017		

USAGE INFORMATION	
Date First Used	07/01/2015 Number of Uses 687
Audit Trail	Enabled since 12/15/2007 00:27:10

FILE INFORMATION	
Location	C:\Users\Public\Documents\Intuit\QuickBooks\Sample Company Files\QuickBooks 2017\sample_product-based business.qbw
File Size	41696 K
Page Size	4096
Total Transactions	1220
Total Targets	5939
Total Links	2500
Dictionary Entries	196
DB File Fragments	1
Schema version	116.2
Server Port	0
Server IP	192.168.1.91
Server Name	QB_data_engine_27
# of Users Logged In	1
Current Cache Size	512
Max Cache Size	1024

SERVICES INFORMATION	
AuthID	
Company Realm ID	null
Online Billing Token	
Shopping Source Token	

INTEGRATED APPLICATION INFORMATION	
# of apps	3
Last accessed	08/23/2007 11:08:12

CONDENSE INFORMATION	
Last run	None
Last as of date	None
Last payroll deleted	None
Last inventory deleted	None

List Information	
Total Accounts:	116
Total Names:	212
Customers:	146
Vendors:	54
Employees:	3

LOCAL SERVER INFORMATION	
Hosting:	Off
Initial Cache	512
Cache	1024

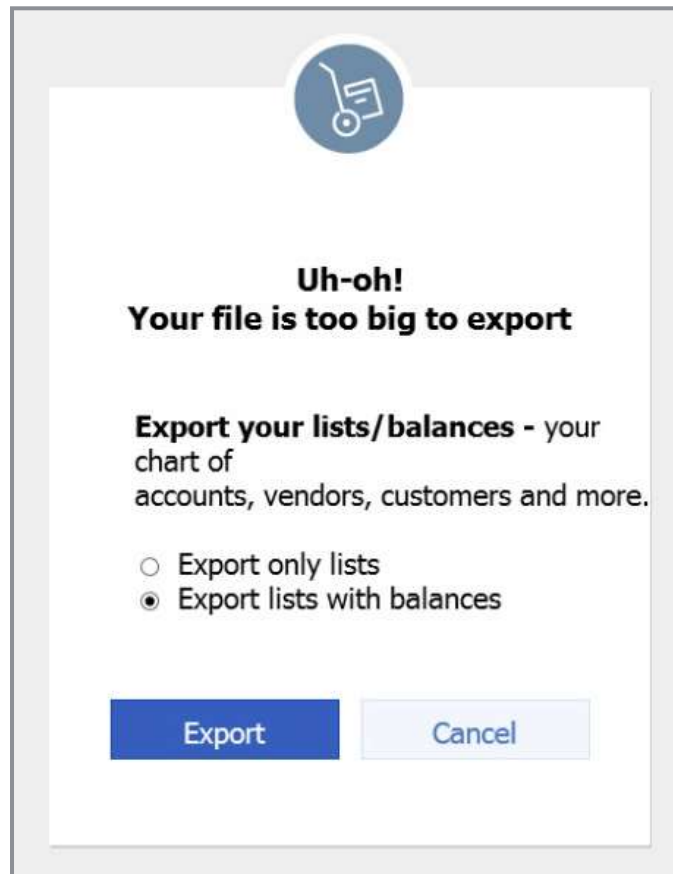
Versions Used on File	
V27.0D R4	01/05/2017

Free Memory	
	4194303 K

DB Engine version	
	16.0.0.2038

OK
Review last Verify / Rebuild

QuickBooks Desktop files with over 350K targets will get an option to import *only* lists and balances when converting to QuickBooks Online. This includes general ledger account balances and customer and vendor balances, not class balances since transactions and their splits are not converted.



The QuickBooks Desktop conversion tool sends lists, transactions and configuration settings to QuickBooks Online. However, not all data is converted. In this section we will explore what does and does not convert using this conversion tool.

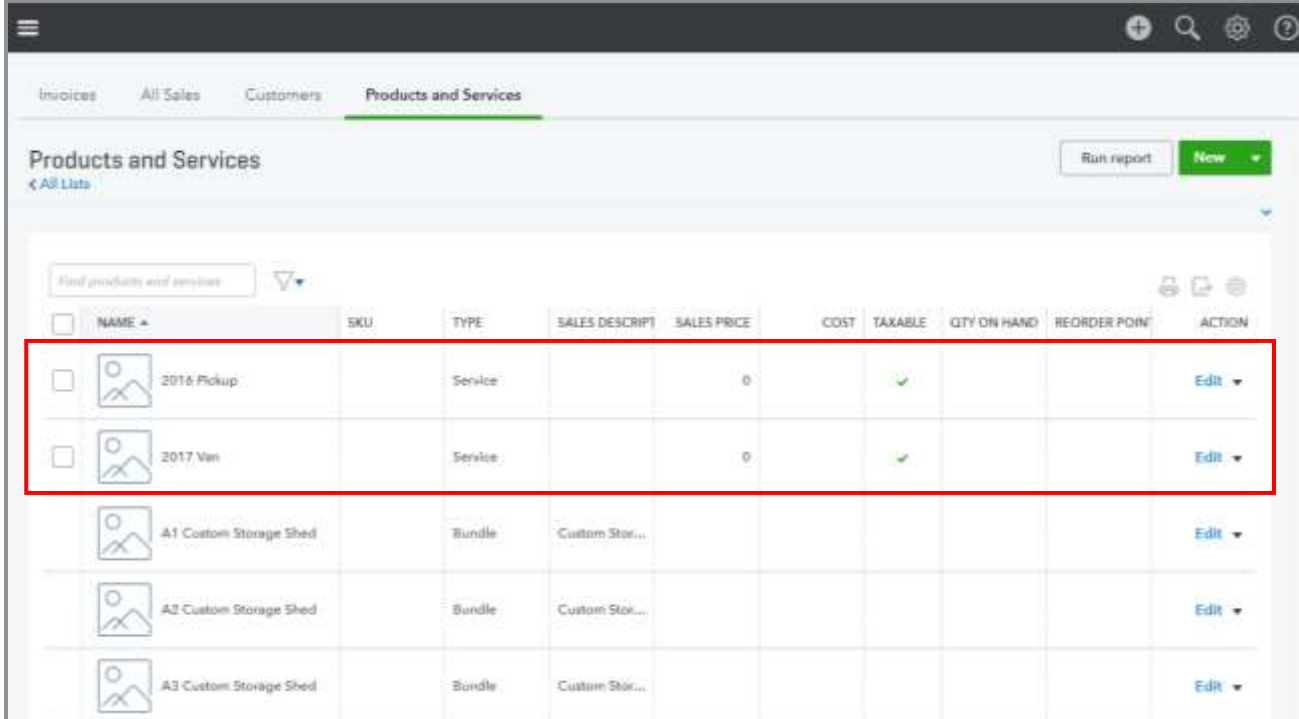
NOTE: This section is referring to Intuit's most robust conversion tool, found in QuickBooks Desktop Pro / Premier and Enterprise. QuickBooks Mac also has a conversion tool; however it is more limited with inventory conversion. If using QuickBooks Mac for inventory, it is suggested to convert to QuickBooks Pro / Premier then convert to QuickBooks Online.

Lists

There are many things to consider about the way the information in your lists will convert to QuickBooks Online. You need to be aware of and familiar with which lists convert and the changes between your QuickBooks Desktop and Online databases that may occur.

For example:

- Price levels and billing rate levels do not exist and therefore do not convert to QuickBooks Online
- Units of measure do not exist in QuickBooks Online
- The customer message list containing various options to add to sales forms does not exist in QuickBooks Online, so this data will not convert
- The sales rep list does not exist in QuickBooks Online, this data does not convert. However, sales transactions with sales rep data will convert to one of QuickBooks Online's three custom sales form fields.
- The Fixed Asset Item list does not exist in QuickBooks Online. These items are imported to QuickBooks Online's Product and Service Item list as type service.

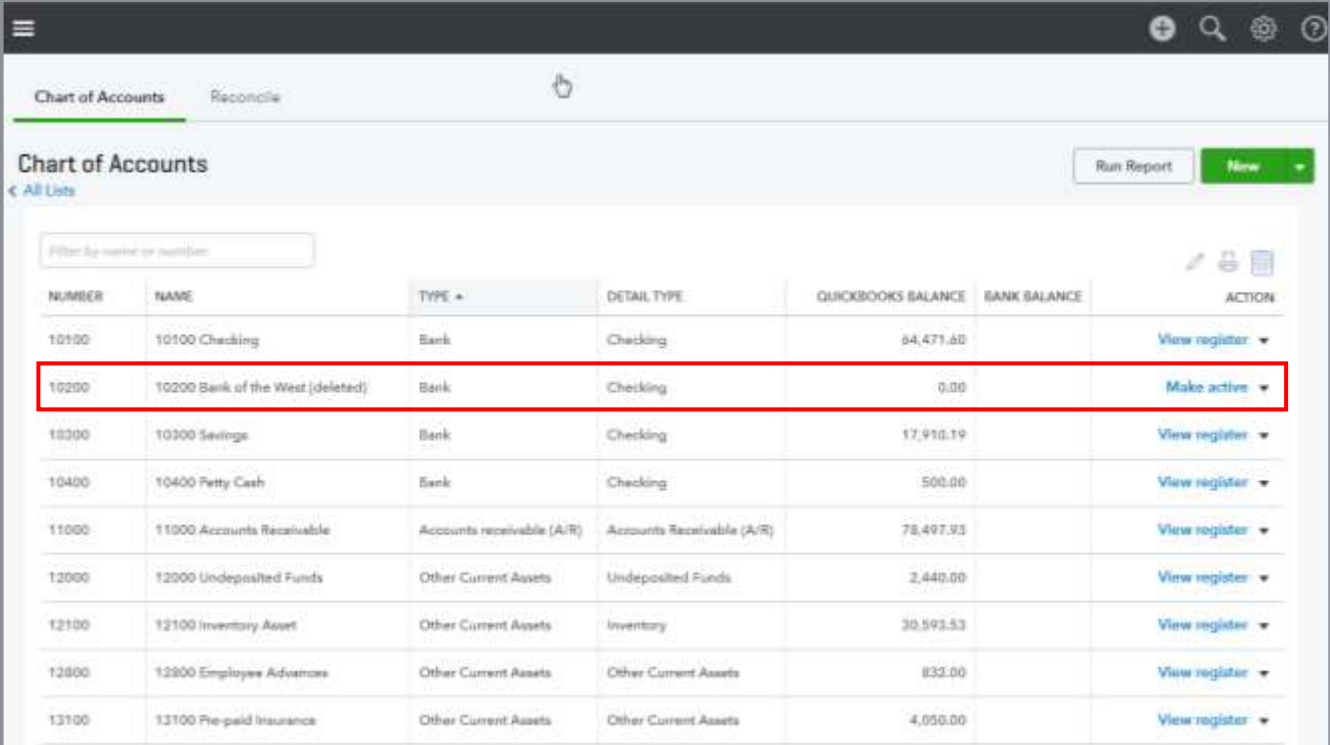


	NAME	SKU	TYPE	SALES DESCRIPTION	SALES PRICE	COST	TAXABLE	QTY ON HAND	REORDER POINT	ACTION
☐	 2016 Pickup		Service		0		✓			Edit
☐	 2017 Van		Service		0		✓			Edit
☐	 A1 Custom Storage Shed		Bundle	Custom Stor...						Edit
☐	 A2 Custom Storage Shed		Bundle	Custom Stor...						Edit
☐	 A3 Custom Storage Shed		Bundle	Custom Stor...						Edit

Let's look at other lists and how they convert using the QuickBooks Desktop conversion tool.

Inactive Status

Inactive list records are imported as inactive – customers, vendors, classes, accounts, etc.



The screenshot shows the 'Chart of Accounts' page in QuickBooks Online. At the top, there are tabs for 'Chart of Accounts' and 'Reconcile'. Below the tabs is a search bar labeled 'Filter by name or number'. The main table has columns: NUMBER, NAME, TYPE, DETAIL TYPE, QUICKBOOKS BALANCE, BANK BALANCE, and ACTION. The row for '10200 Bank of the West (deleted)' is highlighted with a red box, and the 'ACTION' column for this row contains a 'Make active' button.

NUMBER	NAME	TYPE	DETAIL TYPE	QUICKBOOKS BALANCE	BANK BALANCE	ACTION
10100	10100 Checking	Bank	Checking	64,471.60		View register
10200	10200 Bank of the West (deleted)	Bank	Checking	0.00		Make active
10300	10300 Savings	Bank	Checking	17,910.19		View register
10400	10400 Petty Cash	Bank	Checking	500.00		View register
11000	11000 Accounts Receivable	Accounts receivable (A/R)	Accounts Receivable (A/R)	78,407.93		View register
12000	12000 Undeposited Funds	Other Current Assets	Undeposited Funds	2,440.00		View register
12100	12100 Inventory Asset	Other Current Assets	Inventory	30,593.53		View register
12800	12800 Employee Advances	Other Current Assets	Other Current Assets	833.00		View register
13100	13100 Pre-paid Insurance	Other Current Assets	Other Current Assets	4,050.00		View register

An exception will occur if a list record that is inactive in QuickBooks Desktop has an outstanding balance or other event blocking it from being marked inactive. In that case, it could be made active in QuickBooks Online during conversion.

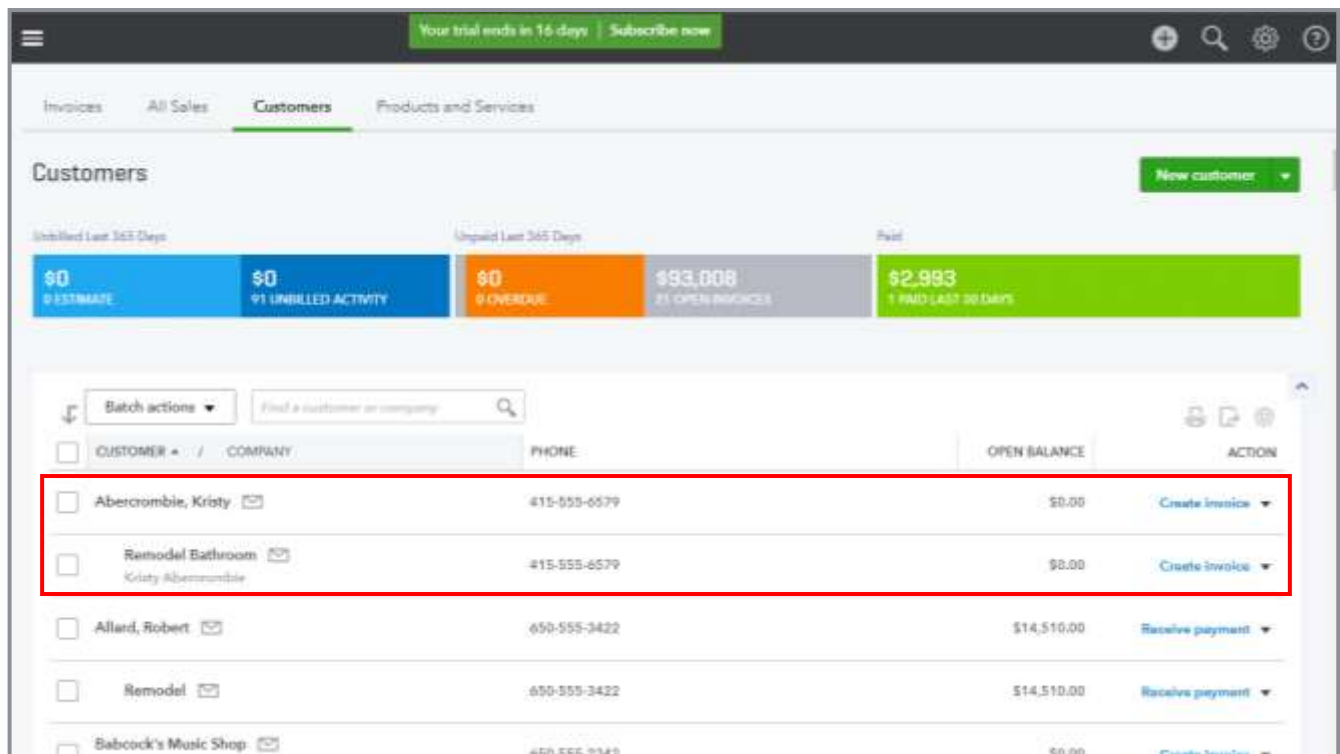
Another exception to this rule is that employees paid in the current year using QuickBooks Desktop Payroll will convert to QuickBooks Online as active, even if terminated and marked inactive in QuickBooks Desktop. All other inactive employees not paid in the current year convert as inactive.

Once imported to QuickBooks Online, list records can never be deleted as they can in QuickBooks Desktop. In QuickBooks Online, list records can only be made inactive. If you have list records to delete, do this type of cleanup work in QuickBooks Desktop before you convert.

Entities

Your entities lists are your three lists of people you do business with: customers, vendors and employees. All three of these lists are found in QuickBooks Online and do convert using the conversion tool. However, there are some differences to note.

- Customer jobs in QuickBooks Desktop are converted to QuickBooks Online as sub-customers

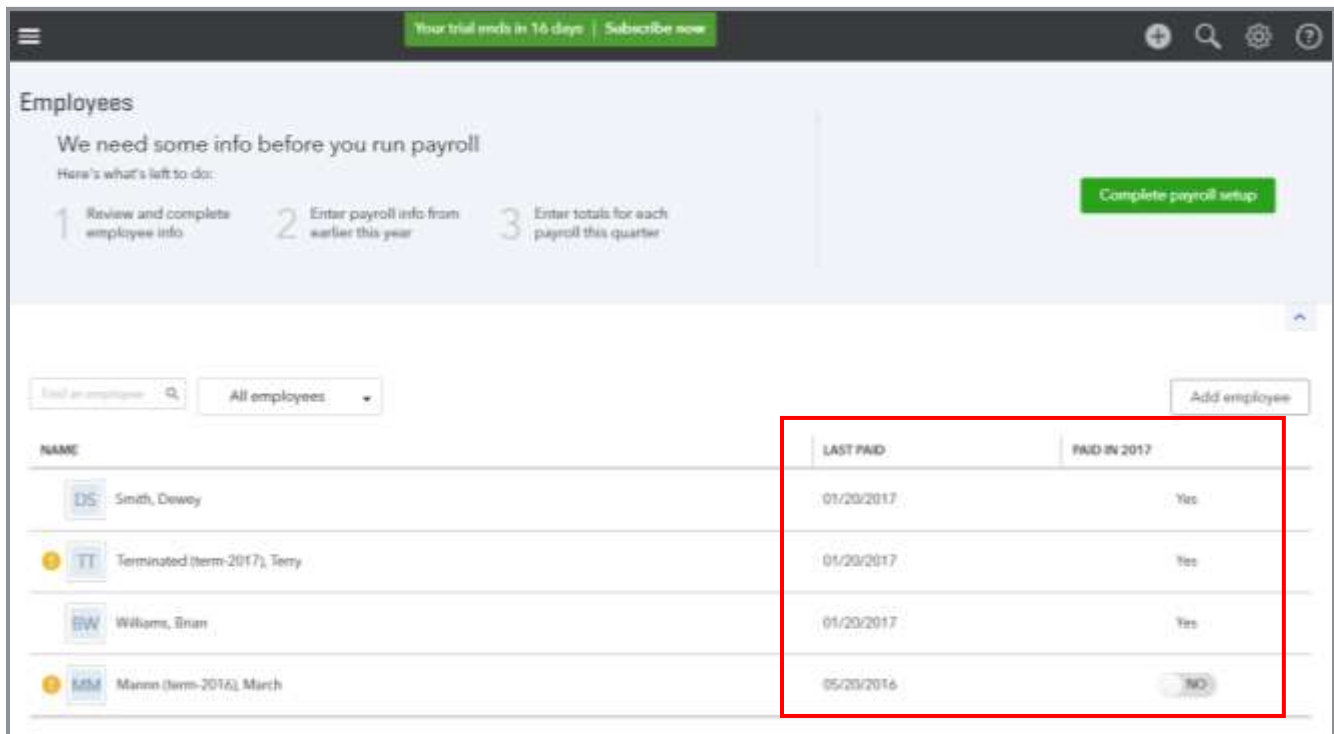


QuickBooks Desktop allows you to add custom fields. There are no custom fields on customers, vendors, employees or products and services in QuickBooks Online. Therefore, these custom fields for entities will not convert to QuickBooks Online.

The following customer/sub-customer fields do not exist in QuickBooks Online and are, therefore, not converted:

- additional contacts
- price level
- job status
- end date
- customer type
- account number
- start date
- job description
- rep
- credit limit
- projected end
- job type

There is no Other Names list in QuickBooks Online; Other Names are converted to the Vendor list in QuickBooks Online. Active and inactive employees who were paid in the current year using QuickBooks Desktop Payroll will move to QuickBooks Online as active employees. Inactive employees not paid in the current year will be converted as inactive so you don't have to provide information for them during QuickBooks Online Payroll setup.



Employees

We need some info before you run payroll

Here's what's left to do:

- 1 Review and complete employee info
- 2 Enter payroll info from earlier this year
- 3 Enter totals for each payroll this quarter

[Complete payroll setup](#)

Find an employee: All employees: [Add employee](#)

NAME	LAST PAID	PAID IN 2017
 Smith, Dewey	01/20/2017	Yes
 Terminated (term-2017), Terry	01/20/2017	Yes
 Williams, Brian	01/20/2017	Yes
 Mann (term-2016), March	05/20/2016	<input type="button" value="NO"/>

Most information about employees is converted, including employee name and address, phone, email, Social Security number, hire and release date, deductions, pay rate or salary and payroll schedule. QuickBooks Online Payroll will notify you if there is missing information and prompt you to enter gender or other missing information.

Edit employee details

First name*

M.I. Last name*

Dewey

Smith

Sample check

(Based on 184.00 regular hours per pay period)

1

What are Dewey's withholdings?

Single, with 2 allowances

2

How often do you pay Dewey?

Monthly

starting 03/31/2017

3

How much do you pay Dewey?

Hourly \$55.00 / hour

Additional pay types: Sick Pay

4

Does Dewey have any deductions? (Examples: retirement, health care)

No (most common)

5

How do you want to pay Dewey?

Paper check

Williams and Company

123 Legal Main St

PALO ALTO, CA 94306

PAY TO: Dewey Smith

\$6,505.11

GROSS PAY

Hourly \$18,120.00

TAXES WITHHELD

Social Security \$627.44

Medicare \$146.74

Federal Income Tax \$2,006.08

CA Income Tax \$743.55

CA State Disability Ins \$91.00

Delete employee

Done

Accounts

The Chart of Accounts is converted, including account name, description and parent/sub-account relationship. However, QuickBooks Online uses an additional field in the Account table called Detail Type. Detail type is not found in the QuickBooks Desktop Chart of Accounts. The detail type will be assigned automatically during conversion.

Account

Category Type
Income

* Detail Type
Discounts/Refunds Given
Non-Profit Income
Other Primary Income
Sales of Product Income
Service/Fee Income
Unapplied Cash Payment Income

Use Sales of product income to track income from selling products.
This can include all kinds of products, like crops and livestock, rental fees, performances, and food served.

* Name
Mileage Income

Number
40510

Description
Account for reimbursable mile

☒ Is sub-account
40500 Reimbursement Ir

Cancel Save and Close

Non-posting accounts do not exist in QuickBooks Desktop and are not converted to QuickBooks Online. QuickBooks Desktop accounts include a field for the bank account number. This field does not exist in QuickBooks Online, therefore bank account numbers are not converted. In addition, the connection to online banking is not converted.

Products and Services

Product and service items in QuickBooks Online are one of four types:

- Inventory item you buy and/or sell and for which you track quantities
- Non-inventory item for which you don't track quantities
- Service
- Bundle

Product/Service information

Select a type:



Inventory
Products you buy and/or sell and that you track quantities of.



Non-inventory
Products you buy and/or sell but don't need to (or can't) track quantities of, for example, nuts and bolts used in an installation.



Service
Services that you provide to customers, for example, landscaping or tax preparation services.



Bundle
A collection of products and/or services that you sell together, for example, a gift basket of fruit, cheese, and wine.

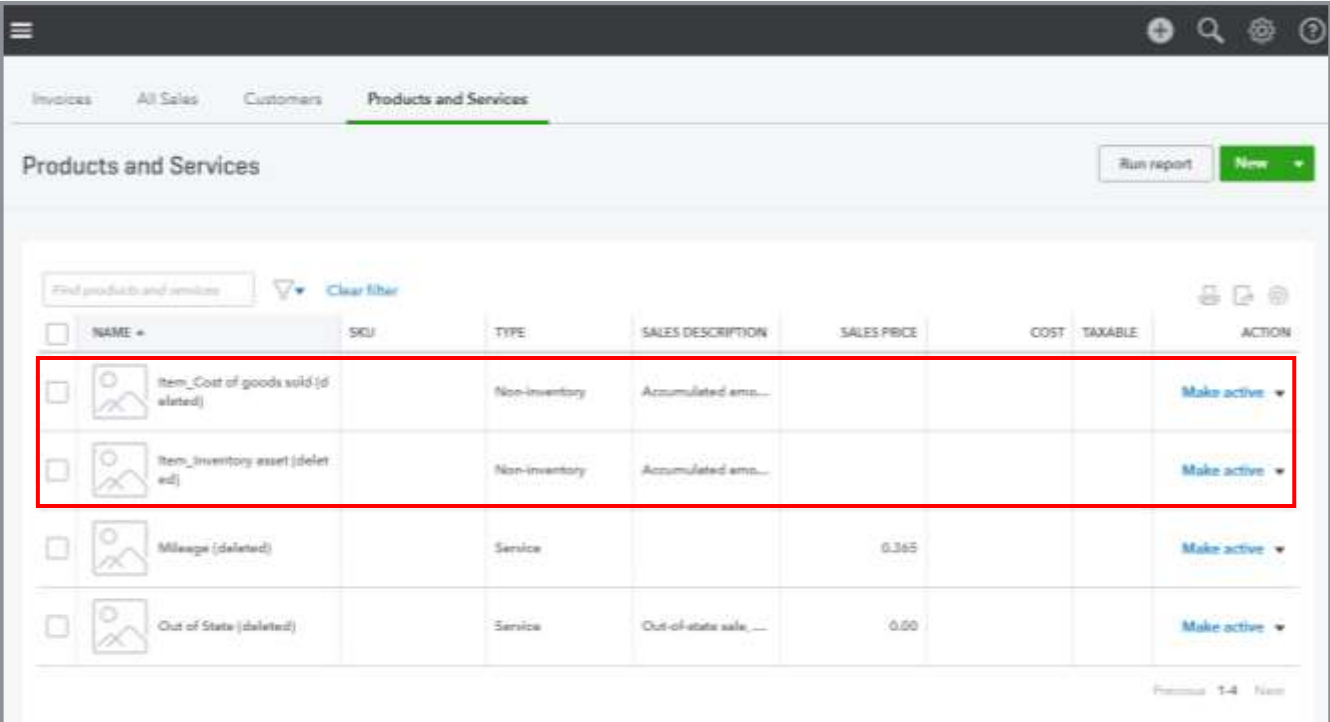
As you will learn in the following sections, if you have inventory items in QuickBooks Desktop, the conversion tool will ask whether or not you want to bring over inventory to QuickBooks Online. Based on your selection, item types in QuickBooks Desktop convert to the following item types in QuickBooks Online:

QuickBooks Desktop item type	QuickBooks Online item type	QuickBooks Online item type
	<i>Inventory On</i>	<i>Inventory Off</i>
<ul style="list-style-type: none">• Inventory Assembly• Inventory Part• Non-inventory Part• Service• Other Charge• Discount• Payment• Group• Subtotal	<ul style="list-style-type: none">• Inventory• Inventory• Non-inventory• Service• Service• Service• Service• Bundle• Not imported	<ul style="list-style-type: none">• Non-inventory• Non-inventory• Non-inventory• Service• Service• Service• Service• Bundle• Not imported

When you elect *not* to bring over inventory, two additional items will be created in QuickBooks Online:

- Item_Inventory asset (deleted)
- Item_Cost of goods sold (deleted)

These two new items are marked as inactive status. They are used to record inventory costing on historical sales transactions using inventory that were recorded in QuickBooks Desktop before conversion.



	NAME	SKU	TYPE	SALES DESCRIPTION	SALES PRICE	COST	TAXABLE	ACTION
☐	Item_Cost of goods sold (deleted)		Non-inventory	Accumulated em...				Make active
☐	Item_Inventory asset (deleted)		Non-inventory	Accumulated em...				Make active
☐	Mileage (deleted)		Service		0.365			Make active
☐	Out of State (deleted)		Service	Out-of-state sale, ...	0.00			Make active

Payroll

There is no payroll item list to manage in QuickBooks Online Payroll, as there is in QuickBooks Desktop Payroll. Instead, each employee in QuickBooks Online Payroll is configured for the applicable way(s) they are paid (hourly, salary, commission, etc.) using QuickBooks Online's built-in pay options. During conversion, payroll items from QuickBooks Desktop Payroll activate the appropriate pay type for each employee imported to QuickBooks Online Payroll.

The screenshot shows a configuration window titled "How much do you pay Dewey?". It includes a dropdown menu for "You pay Dewey:" with options: Hourly (selected), Salary, and Commission Only. The "Hourly" option is set to "\$ 55.00 / hour". Below this, there are several checkboxes for additional pay types: Overtime Pay, Double Overtime Pay, Sick Pay (checked), Vacation Pay, Holiday Pay, Bonus, Commission, Piecework/Commission, and Allowance. The "Sick Pay" section is expanded, showing "24 hours/year (accrued each pay period)" and a "Current balance: 90.00 (in hours)". At the bottom, there are "Cancel" and "Done" buttons.

You will be prompted to map any custom payroll items created in QuickBooks Desktop to QuickBooks Online's pay type options when you complete payroll setup in QuickBooks Online after conversion. QuickBooks Online is stricter about the taxability of pay types, so if there are differences between how you taxed a payroll item in QuickBooks Desktop and what QuickBooks Online is suggesting, you will reconcile that when you complete payroll setup after conversion.

Match your company's payroll items

To bring over your 2016 payroll history, match your company's custom payroll items to the options available in QuickBooks Online.

QUICKBOOKS DESKTOP	QUICKBOOKS ONLINE
<p>XYZ Allowance</p> <p>Taxes applied to the company contribution:</p> <ul style="list-style-type: none">Federal Income TaxMedicareSocial Security	<p>Pay types (Earnings)</p> <p>Allowance</p> <p>Taxes applied to this pay type:</p> <ul style="list-style-type: none">Federal Income TaxMedicareSocial Security <p>What if the tax withholding types don't match?</p> <p>Cancel Save</p>

Cancel Continue

Payroll migrations can fail when there are incompatible items or rates in QuickBooks Desktop Payroll. If a payroll migration fails, try migrating again to see if the failure was caused by a temporary transmission error as the data is moved from your computer to the cloud. If it continues to fail, then the business will need to set up payroll manually, activating appropriate payroll items and YTD amounts for each employee in QuickBooks Online.

Sales Tax

Sales tax rates and historical sales tax activity do convert to QuickBooks Online. They are managed in the Sales Tax Center, not in the Products and Services list as in QuickBooks Desktop. Sales Tax Items in QuickBooks Desktop are converted to QuickBooks Online as single sales tax rates. Sales Tax Groups in QuickBooks Desktop are converted to QuickBooks Online as combined sales tax rates. QuickBooks Online supports multiple single and combined sales tax rates.

Sales Tax Rates and Agencies		
Tax Rate Name	Agency Name	Tax Rate
☐ E. Bayshore/County (Combined rate)		8.05%
East Bayshore	City of East Bayshore	0.30%
San Tomas	State Board of Equalization	7.75%
☐ East Bayshore	City of East Bayshore	0.30%
☐ Out of State	State Board of Equalization	0%
☐ San Domingo	State Board of Equalization	7.50%
☐ San Tomas	State Board of Equalization	7.75%
<div><input type="button" value="New"/> <input type="button" value="Edit"/> <input type="button" value="Deactivate"/></div>		

Transactions

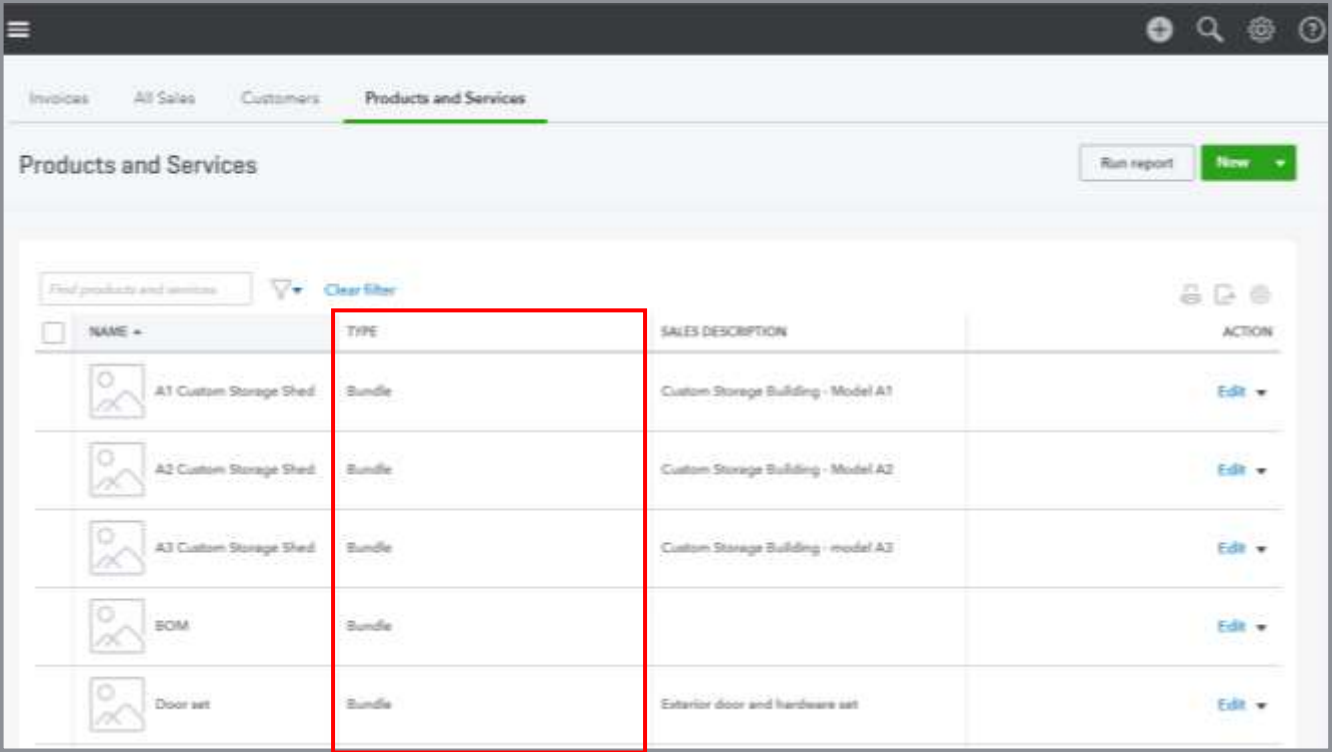
Most financial transactions convert to QuickBooks Online using the conversion tool. However, some are recorded differently in QuickBooks Online than in QuickBooks Desktop. Knowing exactly what comes over and how it looks once in QuickBooks Online is essential to completing successful conversions.

- All posting transactions are converted along with the R reconciled status on reconciled transactions

● Billable time and billable expenses are converted

Sort ▼ Add notes Edit header ✉ 🖨 📄 ⚙							
<div>Rock Hill</div> <div>UNBILLED TIME</div> <div>Activity: All Dates</div>							
ACTIVITY DATE	POSTING	EMPLOYEE	MEMO/DESCRIPTION	RATE	DURATION	AMOUNT	BALANCE
▼ Abercrombie, Kristy							
12/13/2021	No	Dan T. Miller	install	35.00	5:00	175.00	175.00
12/14/2021	No	Dan T. Miller	install	35.00	8:00	280.00	455.00
12/15/2021	No	Dan T. Miller	install	35.00	2:00	70.00	525.00
Total for Abercrombie, Kristy					15:00	\$525.00	
▼ Family Room							
10/16/2021	No	Gregg O. Schnei...	Framing labor	55.00	1:30	82.50	82.50
Total for Family Room					1:30	\$82.50	
▼ Remodel Bathroom							
09/29/2021	No	Dan T. Miller	Removal labor	35.00	4:00	140.00	140.00
10/12/2021	No	Gregg O. Schnei...	Removal labor	35.00	8:00	280.00	420.00
10/13/2021	No	Gregg O. Schnei...	Removal labor	35.00	8:00	280.00	700.00

- Purchase orders do convert to QuickBooks Online Plus, but the link to the bill does not convert. Transactions using group items transfer as transactions using bundled items.



The screenshot shows the 'Products and Services' page in QuickBooks Online. The page has a navigation bar with 'Invoices', 'All Sales', 'Customers', and 'Products and Services' (which is highlighted). Below the navigation bar, there's a 'Run report' button and a 'New' button. The main content area shows a table of products and services. A search bar at the top left of the table says 'Find products and services'. There's a filter icon and a 'Clear filter' link. The table has four columns: 'NAME', 'TYPE', 'SALES DESCRIPTION', and 'ACTION'. The 'TYPE' column is highlighted with a red box. The table lists five items: 'A1 Custom Storage Shed', 'A2 Custom Storage Shed', 'A3 Custom Storage Shed', 'BOM', and 'Door set'. All items in the 'TYPE' column are listed as 'Bundle'.

NAME	TYPE	SALES DESCRIPTION	ACTION
A1 Custom Storage Shed	Bundle	Custom Storage Building - Model A1	Edit
A2 Custom Storage Shed	Bundle	Custom Storage Building - Model A2	Edit
A3 Custom Storage Shed	Bundle	Custom Storage Building - model A3	Edit
BOM	Bundle		Edit
Door set	Bundle	Exterior door and hardware set	Edit

- Statement charges transfer to QuickBooks Online as invoices

Invoice #FC 6

Cook, Brian/Kitchen

Send later

Payment Options: [Get set up](#)

☐ Credit card

☐ Free bank transfer

BALANCE DUE
\$5.95

[Receive payment](#)

Billing address: Brian Cook, 345 Cherry Lane, Middlefield CA 94022

Terms: Net 30

Invoice date: 12/11/2021

Due date: 01/10/2023

Shipping address: Mr. Brian Cook, Brian Cook, 345 Cherry Lane, Middlefield, CA 94022

Ship via

Shipping date

Tracking no.

P.O. Number

Sales Rep

#	SERVICE DATE	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX	CLASS
1		Fin Chg	Finance Charges on Overdue Balance	1	5.95	5.95		Remodel
2			Invoice #42 for 700.00 on 10/15/2003			0.00		Remodel
3								

Cancel Print or Preview Make recurring Customize More Save **Save and send**

- Journal entries are converted; however, a journal entry's billable status is not. You can't mark a line item on a journal entry as billable in QuickBooks Online.
- Sales orders are not converted; there are no sales orders in QuickBooks Online. You can use Transaction Pro Importer to import sales orders into QuickBooks Online as estimates.
- Progress invoices based on estimates in QuickBooks Desktop have extra fields that do not exist and are not converted to QuickBooks Online, including Est Qty, Est Rate, Est Amt, Prior Qty, Prior Avg Qty, Prior Avg Rate, Rate, Prior Amt, Prior %, Curr % and Total %

Custom Fields

As we learned earlier, there are no custom fields on the list tables, however QuickBooks Online sales transactions and purchase transactions have three custom fields. The custom fields on sales transactions are found on the estimate, invoice and sales receipt. The custom fields on purchase transactions are found on the purchase order. These custom fields can be configured in Account and Settings.

The conversion tool uses some of these custom fields to push data from fields in QuickBooks Desktop's sales transactions that don't have their own field in QuickBooks Online.

- Data in QuickBooks Desktop's invoice transaction's PO Number field will be converted to QuickBooks Online's custom field #1
- Data in QuickBooks Desktop's invoice transaction's Sales Rep field will be converted to custom field #2

The screenshot shows the 'Account and Settings' window in QuickBooks Online. The 'Customize' tab is selected, and the 'Sales form content' section is expanded. The 'Custom fields' section is highlighted with a red box. It contains a table with the following data:

Name	Internal	Public
P.O. Number	☒	☒
Sales Rep	☒	☒
	☐	☐

Below the table, there are checkboxes for 'Custom transaction numbers' (Off), 'Service date' (On), 'Discount' (Off), and 'Deposit' (Off). At the bottom, there are 'Cancel' and 'Save' buttons. The 'Done' button is located at the bottom right of the window.

Inventory

When you convert a data file with inventory from QuickBooks Desktop to QuickBooks Online, here's how the transactions will look

If you elect to *bring over inventory* to QuickBooks Online, sales transactions dated *before* the FIFO start date are identical to how they are recorded in QuickBooks Desktop. These transactions increase revenue and record the weighted average cost reduction to inventory asset and increase to cost of goods sold.

Rock Castle Inc

JOURNAL
All Dates

DATE	TRANSACTION T	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT #	ACCOUNT	DEBIT	CREDIT
12/01/2019	Invoice	985	Pretell Real Esta...		11000	11000 Accounts Receivable	\$11,785.05	
				Removal labor	40130	40130 Construction Income:Labor Inco...		\$672.00
				Framing labor	40130	40130 Construction Income:Labor Inco...		\$2,640.00
				Install drywall	40150	40150 Construction Income:Subcontrac...		\$336.00
				Electrical work	40150	40150 Construction Income:Subcontrac...		\$129.94
				Install insulation	40150	40150 Construction Income:Subcontrac...		\$45.94
				Plumbing	40150	40150 Construction Income:Subcontrac...		\$115.50
				Roofing	40150	40150 Construction Income:Subcontrac...	\$0.00	
				Painting	40150	40150 Construction Income:Subcontrac...	\$0.00	
				Light pine kitchen cabinet wall...	12100	12100 Inventory Asset		\$1,500.00
				Light pine kitchen cabinet wall...	50100	50100 Cost of Goods Sold	\$1,500.00	
				Light pine kitchen cabinet wall...	40140	40140 Construction Income:Materials In...		\$1,799.00
				Cabinet Pulls	40140	40140 Construction Income:Materials In...		\$118.80
				Cabinet Pulls	50100	50100 Cost of Goods Sold	\$18.00	
				Cabinet Pulls	12100	12100 Inventory Asset		\$18.00
				Rough lumber	40140	40140 Construction Income:Materials In...		\$4,950.00
				Trim lumber	40140	40140 Construction Income:Materials In...		\$1,320.00
				Window	40140	40140 Construction Income:Materials In...	\$0.00	
				Building permit	40520	40520 Reimbursement Income:Permit R...		\$285.00
				Subtotal				

These historical sales transactions are posted to the general ledger using the original transaction dates, so reports are historically accurate. None of this pre-FIFO activity is used for tracking quantity on hand and does not show on the Inventory Valuation Detail report.

The inventory lines on these sales transactions dated before the FIFO start date cannot be updated. You may change the description field, but fields that affect the general ledger posting are locked down. If you try to change the date, quantity, rate, you will receive an error message.

Invoice #985

Portell Real Estate: 75 Sunset Rd. ☐ Send later [Go live](#)

Payment Options: [Get set up](#)

☐ Credit card ☐ Free bank transfer

BALANCE DUE
\$-64.43
[Receive payment](#)
2 payments made on 01/25/2022

Something's not quite right
You can't create or modify a transaction with a date that comes before you started tracking quantity on hand for the following: Cabinets/Cabinet Pulls.

Billing address: Portell Real Estate, 222 Middlefield Ave, Middlefield, CA 94032

Terms: Net 30

Invoice date: 12/01/2019

Due date: 12/31/2020

Shipping address: Portell Real Estate, 75 Sunset Road, Middlefield, CA 94032

Ship via:

Shipping date: 12/01/2021

Tracking no.:

P.O. Number:

Sales Rep:

#	SERVICE DATE	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX	CLASS
Cancel Revert Print or Preview Make recurring Customize More Save Save and send								

At conversion, QuickBooks Online records starting inventory quantity and value from Desktop for each product. You will see this starting value on the Inventory Valuation Detail report.

Rock Castle Inc								
INVENTORY VALUATION DETAIL								
All Dates								
DATE	TRANSACTION TYPE	NUM	NAME	QTY	RATE	FIFO COST	QTY ON HAND	ASSET VALUE
- Cabinets								
- Cabinet Pulls								
12/31/2020	Inventory Starting Value from Desktop	START		271.00	3.00	813.00	271.00	813.00
03/14/2021	Invoice	1028	Castillo, Eloisa/Utility Room	-4.00	3.00	-12.00	267.00	801.00
04/28/2021	Bill	01-03-785	Custom Kitchens of Bayshore	48.00	1.59	76.32	315.00	877.32
05/18/2021	Check	320	Patton Hardware Supplies	12.00	3.00	36.00	327.00	913.32
05/20/2021	Bill		Custom Kitchens of Bayshore	48.00	1.59	76.32	375.00	989.64
06/08/2021	Check	333	Patton Hardware Supplies	24.00	3.00	72.00	399.00	1,061.64
12/05/2021	Bill		Patton Hardware Supplies	50.00	1.73	87.50	449.00	1,149.14
12/14/2021	Invoice	1096	Natiello, Ernesto/Kitchen	-26.00	3.00	-78.00	423.00	1,071.14
Total for Cabinet Pulls				423.00		\$1,071.14	423.00	\$1,071.14

The transaction journal on this starting value adjustment shows that it is immediately reversed from the general ledger so as not to duplicate the inventory asset value already posted to the general ledger by the individual historical sales transactions.

Rock Castle Inc								
JOURNAL All Dates								
DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT #	ACCOUNT	DEBIT	CREDIT
12/31/2020	Inventory Starting Value from D...	START		Cabinet Pulls - Opening invent...	30000	30000 Opening Bal Eq...		\$813.00
				Cabinet Pulls - Opening invent...	12100	12100 Inventory Asset	\$813.00	
				Cabinet Pulls - Opening invent...	12100	12100 Inventory Asset		\$813.00
				Cabinet Pulls - Opening invent...	30000	30000 Opening Bal Eq...	\$813.00	
							\$1,626.00	\$1,626.00
TOTAL							\$1,626.00	\$1,626.00

Sales transactions with inventory parts dated *after* the FIFO start date record the sale and the cost of the products sold via the FIFO method.

If you elect *not to bring over inventory* to QuickBooks Online, sales transactions with inventory parts include two extra line items. These two line items use the two new items that were created at conversion – Item_Inventory asset (deleted) and Item_Cost of goods sold (deleted). The line with Item_Inventory asset (deleted) records the removal of inventory value from the inventory asset account, since you sold the items. The line with Item_Cost of goods sold (deleted) records the cost of the sale.

These two lines record the adjustments to inventory asset and cost for the sum of all of the inventory parts on the sales transaction – even though the description may reflect only one inventory item, the amount is the sum of the weighted average cost used in QuickBooks Desktop for all of the inventory items on the transaction. These two lines do not print on the invoice form, so it is safe to re-send these invoices to customers, if needed.

Invoice #985							
2	Framing	Framing labor	40	66	2,640.00	New Construction	
3	Subs:Drywall	Install drywall	8	42	336.00	New Construction	
4	Subs:Electrical	Electrical work	2.25	57.75111	129.94	New Construction	
5	Subs:Insulating	Install insulation	1.25	36.752	45.94	New Construction	
6	Subs:Plumbing	Plumbing	2	57.75	115.50	New Construction	
7	Subs:Roofing	Roofing	0	68.25	0.00	New Construction	
8	Subs:Painting	Painting	0	42	0.00	New Construction	
9	Cabinets:Light Pine	Light pine kitchen cabinet wall unit	1	1,799	1,799.00	New Construction	
10	Item:Inventory asset (deleted)	Light pine kitchen cabinet wall unit			1,518.00	New Construction	
11	Item:Cost of goods sold (date)	Light pine kitchen cabinet wall unit			-1,518.00	New Construction	
12	Cabinets:Cabinet Pulls	Cabinet Pulls	6	19.80	118.80	New Construction	
13	Lumber:Rough	Rough lumber	1	4,950	4,950.00	New Construction	
14	Lumber:Trim	Trim lumber	1	1,320	1,320.00	New Construction	
15	Window	Window	0	253	0.00	New Construction	

Cancel Print or Preview Make recurring Customize More Save Save and send

Sales Tax

Sales tax activity on transactions is converted to QuickBooks Online. Summary information of taxable sales, sales tax liability amounts and payments is available in the QuickBooks Online Sales Tax Center. Sales tax liability calculated on historical invoices and sales receipts converted from QuickBooks Desktop will be posted to the balance sheet to an Other Current Liabilities account named Agency_Name Payable. Historical sales tax remittance payments to this agency are also posted to this Agency_Name Payable Balance Sheet account.

Rock Castle Construction, Inc.					
TRANSACTION REPORT					
All Dates					
DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
▼ State Board of Equalization Payable					
11/28/2016	Invoice	975	Prentice, Adelaide:Bay Window		18.45
11/30/2016	Invoice	978	Melton, Johnny:Basement Re...		158.14
12/01/2016	Invoice	985	Pretell Real Estate:75 Sunset R...		614.09
12/15/2016	Invoice	993	Ecker Designs:Office Expansion		71.30
12/15/2016	Invoice	992	Pretell Real Estate:75 Sunset R...		614.09
12/15/2016	Invoice	990	Ecker Designs:Office Expansion		67.81
12/31/2016	Journal Entry	Setup 15		Opening Balance Adjustment...	1,603.00
01/15/2017	Check	109	State Board of Equalization	ABCD 11-234567	-297.25
01/15/2017	Check	109	State Board of Equalization	ABCD 11-234567	-1,246.63
01/15/2017	Check	109	State Board of Equalization	ABCD 11-234567	-1,603.00
01/28/2017	Invoice	1001	Vasquez, Anabel:Basement Re...		62.00
01/31/2017	Invoice	1002	Vasquez, Anabel:Basement Re...		1,404.32
02/15/2017	Check	123	State Board of Equalization	ABCD 11-234567	-1,466.32
02/18/2017	Invoice	1003	Kanitz, Marion:Bay Window		83.60
03/15/2017	Check	134	State Board of Equalization	ABCD 11-234567	-83.60
04/16/2017	Invoice	1005	Jacobsen, Doug:Poolhouse		318.02

Payroll

Paychecks and liability payments convert as regular checks.

Check #6

Brian Williams

checking

Balance: \$783,791.95

AMOUNT

\$4,292.09

Mailing address

Brian Williams
12 main street
PaLls Alto, CA 94306

Payment date

06/21/2014

Check no.

6

☐ Print later

▼ Account details

#	ACCOUNT	DESCRIPTION	AMOUNT (USD)	BILLABLE	MARKUP %	TAX	CUSTOMER	CLASS
1	66000 Payroll Expenses	Salary	6,000.00					
2	24000 Payroll Liabilities	Medicare Employee Addl Tax	0.00					
3	66000 Payroll Expenses	CA - Employment Training Tax	6.00					
4	24000 Payroll Liabilities	CA - Employment Training Tax	-6.00					
5	24000 Payroll Liabilities	Federal Withholding	-881.00					
6	66000 Payroll Expenses	Social Security Company	372.00					

Cancel

Print check

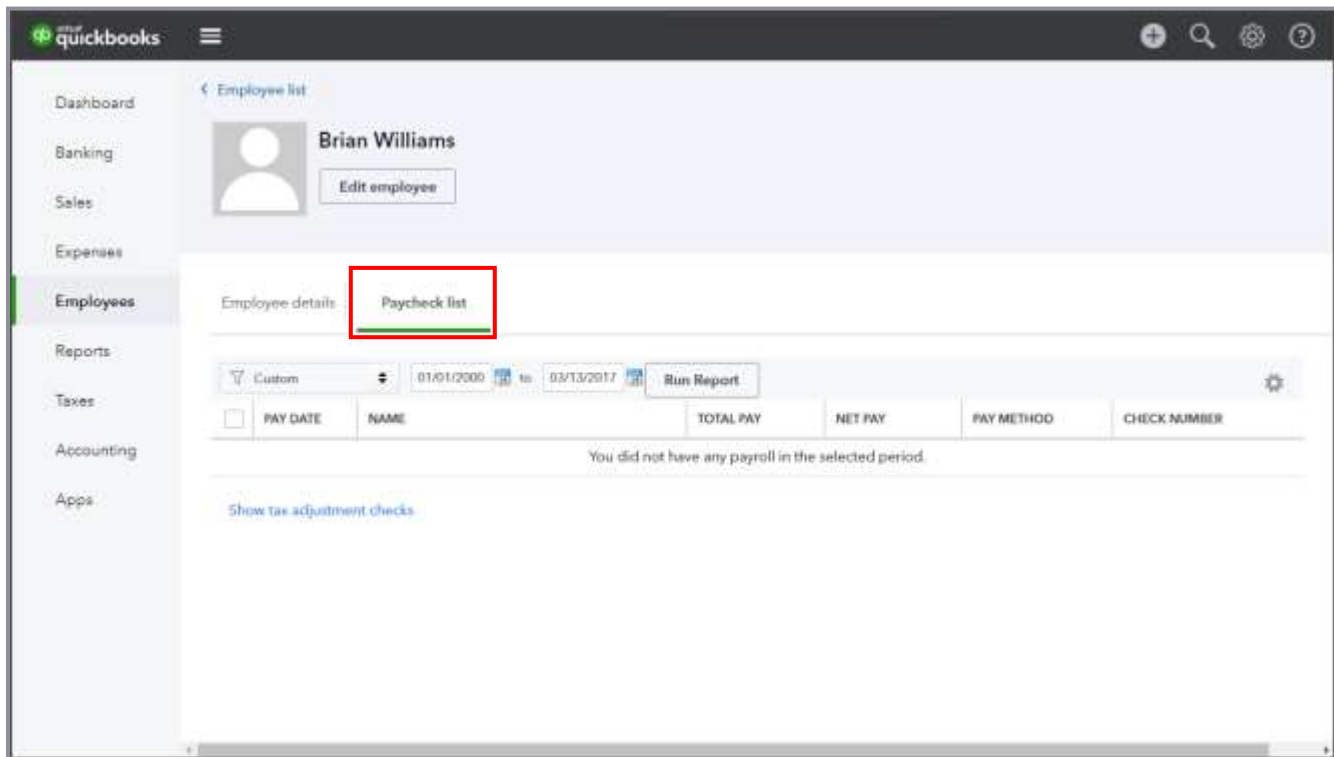
Order checks

Make recurring

More

Save and new

Liability refunds, adjustment transactions and opening balance transactions that affect accounts convert to journal entries. While individual paychecks do convert as checks posted to the general ledger, individual paycheck detail does not convert to the QuickBooks Online Payroll module, therefore you will not see paycheck details on employees for the pay periods before conversion. Instead, only payroll summary data, YTD and QTD, import to the QuickBooks Online payroll module.

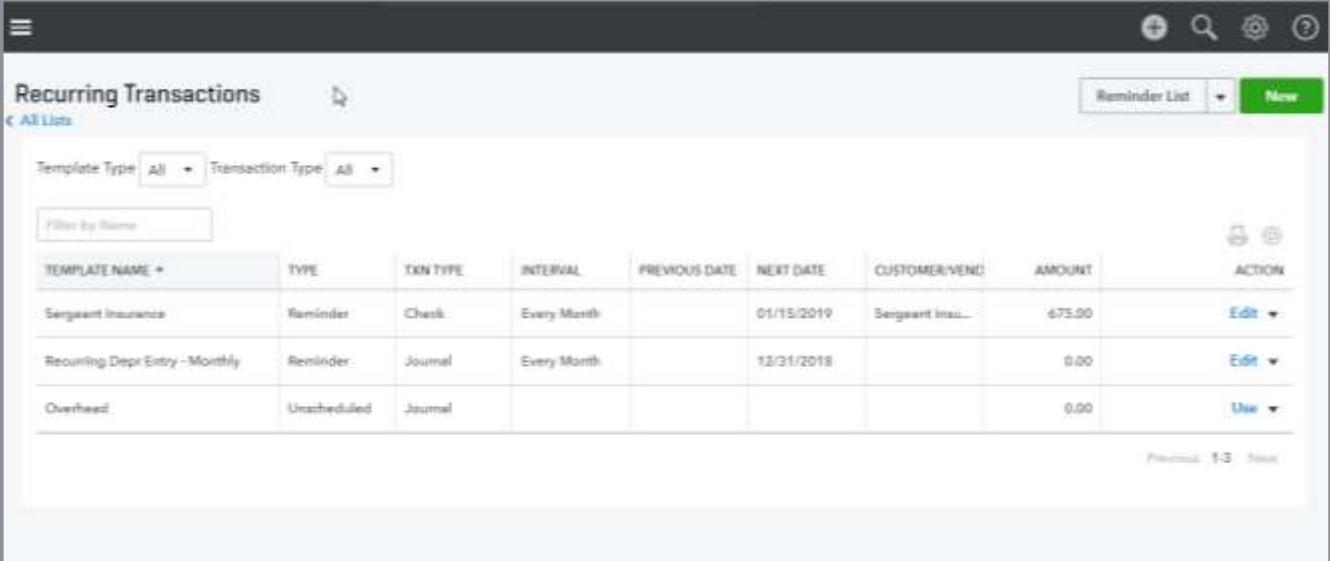


Settings and Tools

In addition to lists and transactions, the conversion tool also brings over a few basic settings, such as company name and address, but most company settings are not converted. Once your data is transferred to your QuickBooks Online company, you should review and update all settings to add missing information and properly activate features and configurations for the particular business.

Considerations include:

- Custom sales form styles for estimates, invoices and sales receipts do not convert. This refers to the style of the sales form that is sent to the customer. You can use the default in QuickBooks Online, design a new one or import one (QuickBooks Labs feature).
- The bank connection and the downloaded bank activity for review, linked to transactions, and excluded do not convert to QuickBooks Online
- The memorized transaction list in QuickBooks Desktop converts to QuickBooks Online as recurring transactions; you will not need to set these up again in QuickBooks Online



TEMPLATE NAME +	TYPE	TXN TYPE	INTERVAL	PREVIOUS DATE	NEXT DATE	CUSTOMER/VEND	AMOUNT	ACTION
Sergeant Insurance	Reminder	Check	Every Month		01/15/2019	Sergeant Insu...	675.00	Edit ▼
Recurring Depr Entry - Monthly	Reminder	Journal	Every Month		12/31/2018		0.00	Edit ▼
Overhead	Unscheduled	Journal					0.00	Use ▼

- Your list of P&L budgets does convert to QuickBooks Online; balance sheet budgets do not

Select Budget: FY_2018 - FY18 P&L Rename Delete New Budget

FY_2018 - Jan 2018 through Dec 2018 Profit and Loss

☒ Show Blank Rows View By: Month

Accounts	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Shipping Income													
Unapplied Cash Payment Income													
Uncategorized Income													
Cost of Goods Sold													
50100 Cost of Goods Sold	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	0	33,000
54000 Job Expenses													
54100 Bond Expense													
54200 Equipment Rental	150	150	150	150	150	150	150	150	150	150	150	0	1,800
54300 Job Materials	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	12,000	12,000	0	114,000
54400 Permits and Licenses	150	150	150	150	150	150	150	150	150	150	150	0	1,800
54500 Subcontractors	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	1,200	1,200	1,200	111,600
54520 Freight & Delivery	50	50	50	50	50	50	50	50	50	50	50	0	550
54599 Less Discounts Taken													

Edit: 54520 Job Expenses: Freight & Delivery

Enter by: Months Copy Across Clear Revert Row Total: \$ 550

Jan: 50 Feb: 50 Mar: 50 Apr: 50 May: 50 Jun: 50
Jul: 50 Aug: 50 Sep: 50 Oct: 50 Nov: 50 Dec: 0 Save & Next

- QuickBooks users and permissions do not convert
- Reconciliations and reconciliation reports do not convert
- Memorized reports in QuickBooks Desktop do not convert; you will need to recreate these in QuickBooks Online
- QuickBooks Desktop's audit trail does not convert to QuickBooks Online. You can print the Desktop file's audit trail or retain the .QBW data file as an archive.
- The connection to your QuickBooks Payments merchant service account does not convert
- Some third party apps connected to QuickBooks Desktop will require that you create a new third party app subscription and integrate to QuickBooks Online
- International versions of QuickBooks Desktop cannot be converted to the U.S. version of QuickBooks Online. Canada and UK versions of QuickBooks Desktop can be converted to their respective international version of QuickBooks Online.

Closing Date

The closing date is converted to QuickBooks Online. However, the closing date password and accumulated closing date exceptions will not convert. QuickBooks Online will begin to track new exceptions from the date of conversion.

Account and Settings

Company

Billing & Subscription

Sales

Expenses

Payments

Advanced

Accounting

First month of fiscal year: January

First month of income tax year: Same as fiscal year

Accounting method: Accrual

☒ Close the books: 12/31/2016

Closing date: 12/31/2016

Allow changes after viewing a warning and entering password

Password:

Confirm Password:

Cancel Save

Company type: Tax form

Chart of accounts: Enable account numbers: On

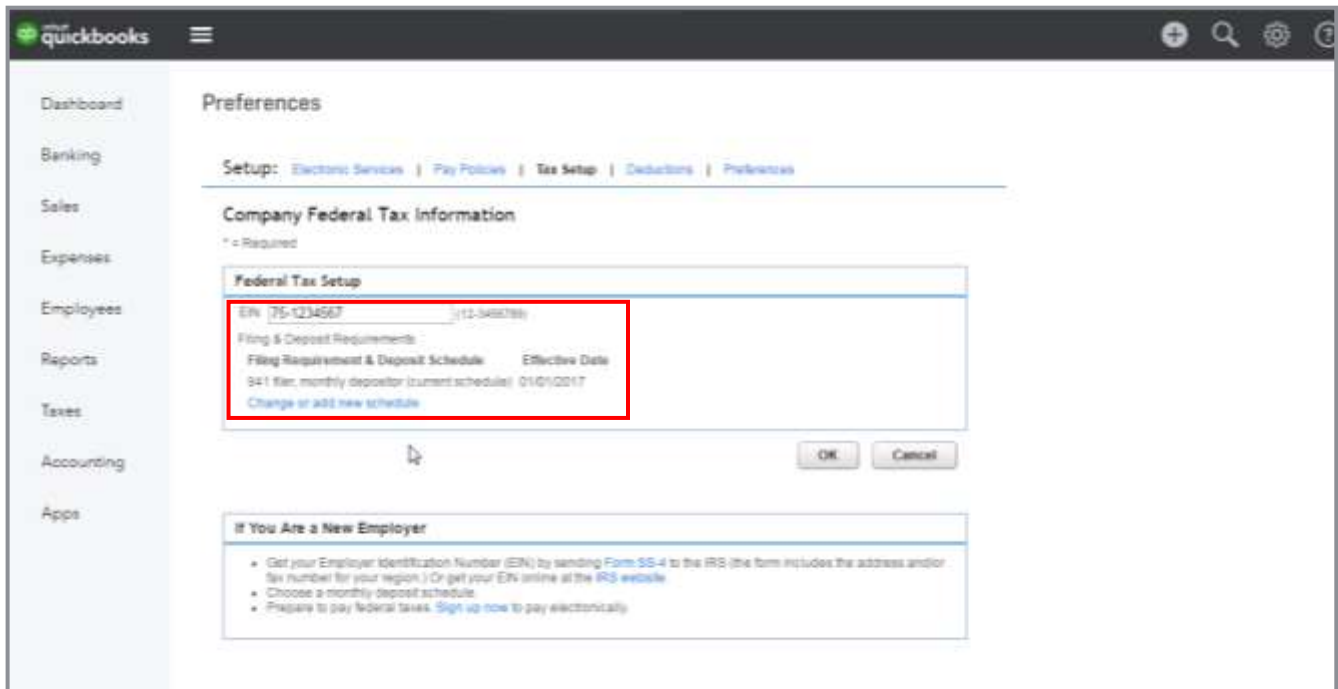
Shipping account: Shipping Income

Done

Payroll

If payroll was activated in QuickBooks Desktop, then it will be activated in QuickBooks Online.

Company payroll information, including federal and state tax information, identification numbers, tax remittance frequency and tax rates do convert.



Preferences

Setup: [Electronic Services](#) | [Pay Policies](#) | [Tax Setup](#) | [Deductions](#) | [Preferences](#)

Company Federal Tax Information

* = Required

Federal Tax Setup

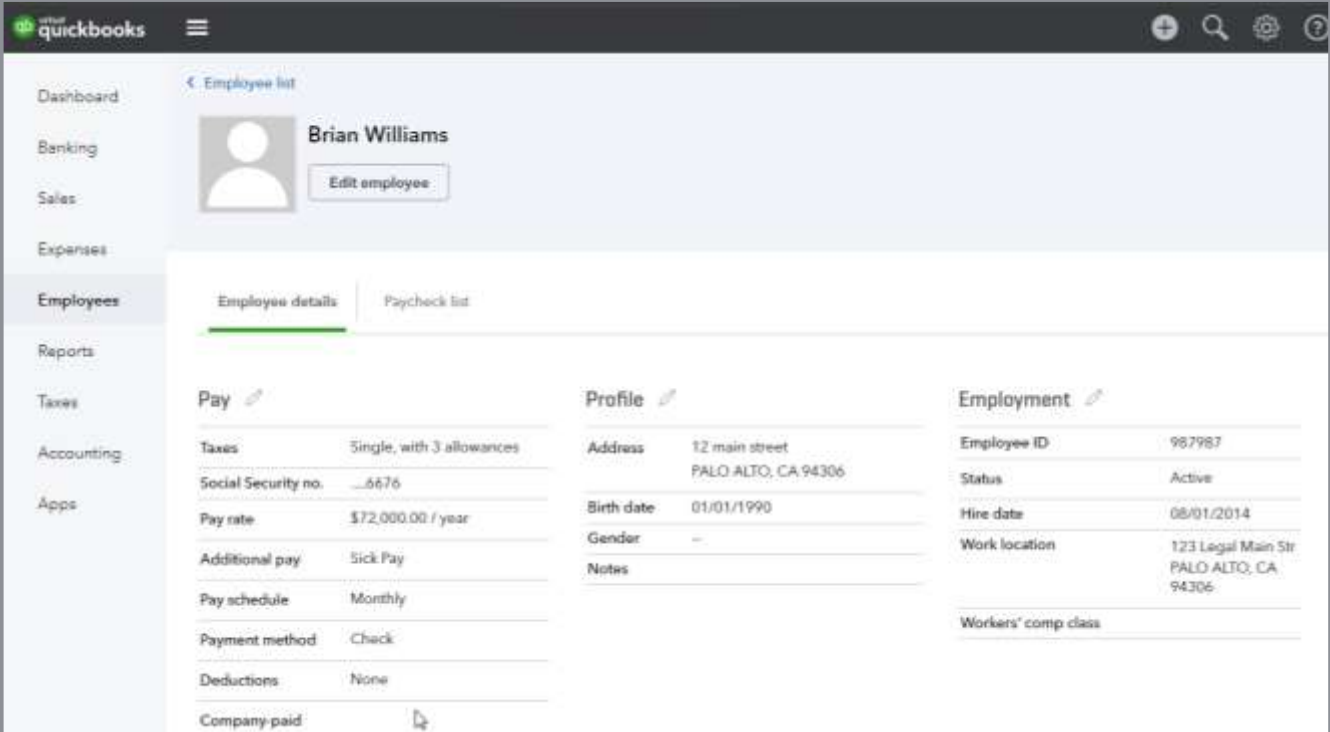
EIN	75-1234567	(12-3456789)
Filing & Deposit Requirements:		
Filing Requirement & Deposit Schedule	Effective Date	
941 filer, monthly depositor (current schedule)	01/01/2017	
Change or add new schedule		

OK Cancel

If You Are a New Employer

- Get your Employer Identification Number (EIN) by sending [Form SS-4](#) to the IRS (the form includes the address and/or fax number for your region.) Or get your EIN online at the [IRS website](#)
- Choose a monthly deposit schedule
- Prepare to pay federal taxes. [Sign up now](#) to pay electronically.

As we learned above, employee information converts and pay types are activated appropriately. Paychecks and tax liability and payments convert posted to the general ledger.



quickbooks

Employee list

Brian Williams

Edit employee

Employee details Paycheck list

Pay

Taxes	Single, with 3 allowances
Social Security no.	...6676
Pay rate	\$72,000.00 / year
Additional pay	Sick Pay
Pay schedule	Monthly
Payment method	Check
Deductions	None
Company-paid	

Profile

Address	12 main street PALO ALTO, CA 94306
Birth date	01/01/1990
Gender	—
Notes	

Employment

Employee ID	987987
Status	Active
Hire date	08/01/2014
Work location	123 Legal Main Str PALO ALTO, CA 94306
Workers' comp class	

If the migration is successful, the year-to-date payroll summary for each employee converts to the Payroll module. You will have an opportunity to verify and update this summary information following conversion.

Get started with payroll

1 EMPLOYEES 2 TAXES 3 PENDING PAYROLL

Tell us about your employees

Add each employee you've paid in 2017 (including terminated employees).

NAME	PAY RATE	PAY SCHEDULE	PAY METHOD	YTD NET PAY
 Mann, Marci	\$50.00 / hour	Weekly	Check 	\$1,346.99
 Williams, Brian	\$72,000.00 / year	Monthly	Check 	\$4,331.10
TOTAL 2017 NET PAY				\$5,678.09

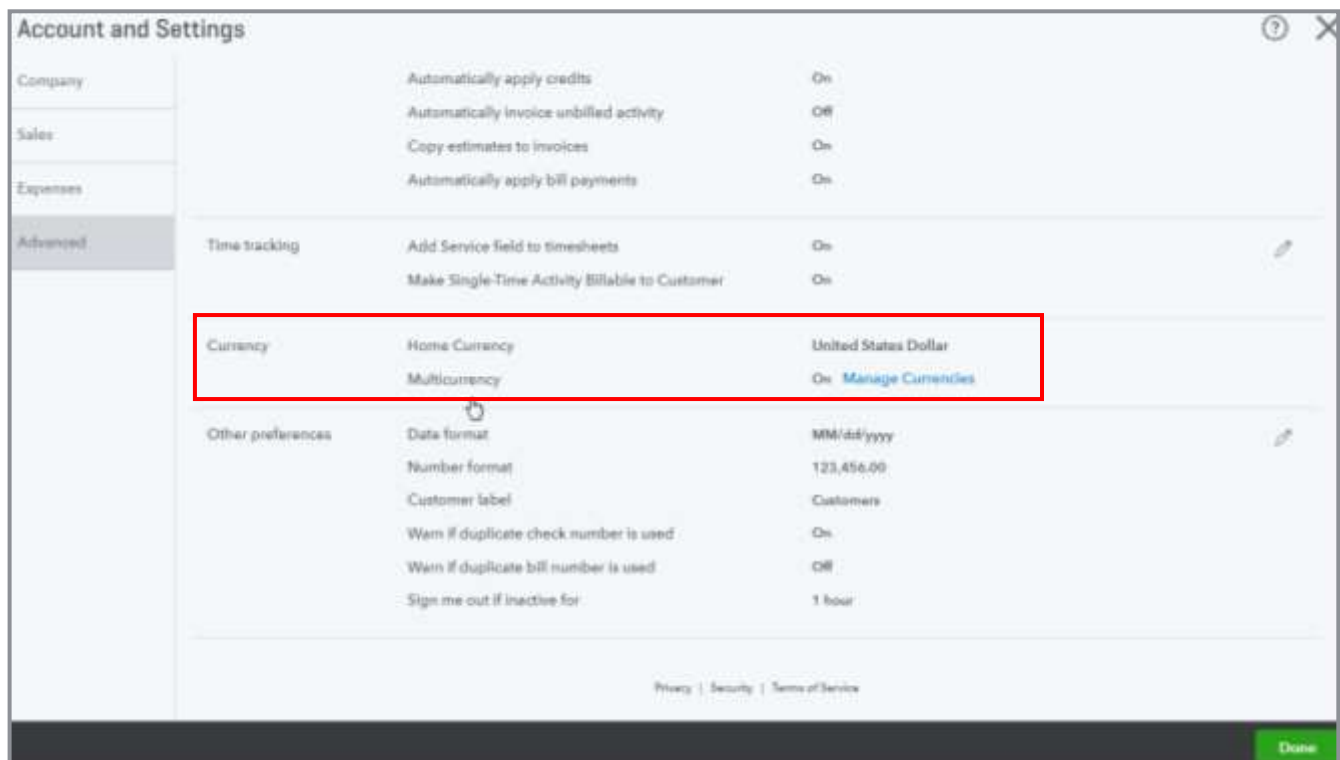
Add employee

Back Continue

- Tax payment history in the payroll tax center does not convert; you will enter this information following conversion
- Direct deposit, electronic tax remittance and e-file need to be set up in QuickBooks Online; this does not convert
- Workers Comp integration does not convert
- Local tax settings do not convert and will need to be set up in QuickBooks Online

Multicurrency

If the QuickBooks Desktop file has the Multicurrency feature turned on, then Multicurrency will automatically be turned on in QuickBooks Online during conversion. You cannot turn off Multicurrency once activated. If Multicurrency was turned on in QuickBooks Desktop but not used, you may consider not converting the data file if you do *not* want Multicurrency activated in QuickBooks Online.



The home currency will remain the same. If the home currency cannot be determined, then the import process will prompt you to specify your home currency.

APP ECOSYSTEM

When contemplating whether QuickBooks Online is a good solution for a business, keep in mind that QuickBooks Online's mission is to act as the core general ledger accounting system. Businesses have varying workflows involved in tracking their financial data and accessing their business intelligence. As you learned in the QuickBooks Online core certification, Intuit has built QuickBooks Online as a platform and in many cases will not attempt to replicate functionality from QuickBooks Desktop, opting instead to open its doors to its ecosystem of apps that create custom and unique processes that push relevant data back and forth to QuickBooks Online. QuickBooks Online has an open and free API (application program interface), which allows third party developers to create applications that can read and/or write data in and out of QuickBooks Online. These apps go through a vigorous security approval process to get listed in Intuit's apps.com marketplace.



The onset of the computer age allowed us to optimize and automate much manual work; it required workers to change their workflow, to learn and use computers. As we now move to a web-based platform, we must again explore new methods to bring efficiency to our business processes. The next generation of business owners is more tech savvy and mobile; accountants should be prepared to support them.

Selecting Apps

Combine the advanced knowledge of QuickBooks Online you gain through this training program with your experience working with clients in QuickBooks Online to determine which apps to test and incorporate into the business's workflow. Follow these general guidelines for success:

- Administer a needs assessment to examine operations of the business and understand the goals of the owner and the staff performing the work
- Explore potential solutions related to identified needs in order to solve for inefficiencies caused by manual processes and duplicate data entry
- Select an app that will solve a problem or improve a workflow that QuickBooks Online does not provide
- Plan and execute the implementation of the app
- Train the business's key staff to use the app
- Evaluate the success of the app

Understanding the integration of an app aids in successful deployment. Research whether the integration is a one-way sync (from QuickBooks Online to the app or from the app to QuickBooks Online), or a two-way sync (and which direction takes precedence). Find out whether the app syncs automatically, or whether someone needs to push a button or perform a task to prompt the integration. Also discover which data is pushed to and/or from QuickBooks Online and the app. Compare your findings against the identified needs of the business to determine whether the app will provide the desired solution.

In the next section we'll compare the features of QuickBooks Desktop versus QuickBooks Online. When contemplating a conversion to QuickBooks Online, identify any areas where QuickBooks Online does not perform a certain function necessary to the business then look to the hundreds of apps in the app store to offer this functionality. Your knowledge of how to use QuickBooks Online like a pro combined with your familiarity with integrated apps will enable you to support your clients better in this exciting new frontier.

QUICKBOOKS COMPARISON

Many of the features offered by QuickBooks are available in both the Desktop and Online product. However, these are two different software programs developed on two different platforms. Here is a list of features and solutions indicating whether offered by QuickBooks Desktop and/or QuickBooks Online and its ecosystem. This matrix will help you know which features are provided by the different QuickBooks software solutions so you know when to convert clients to QuickBooks Online based on available solutions. There is no suggestion of price parity, only features and solutions are compared. This list can change as new features are built into both software solutions and as new apps arrive in the marketplace.

FEATURE	QUICKBOOKS DESKTOP	QUICKBOOKS ONLINE
Customers & Sales		
PRICE LEVELS	Pro, Premier, Enterprise	Create multiple products and services items; Apps.com: SOS Inventory, customize Method:CRM
DELAYED CHARGES AND CREDITS		Essentials, Plus
BILLING RATE LEVELS	Premier, Enterprise	
AUTO PRICE MARKUP	Enterprise	
CREATE INVOICES IN BATCH	Pro, Premier, Enterprise	
GROUP ITEMS	Pro, Premier, Enterprise, Mac	Essentials, Plus
CHANGE ORDERS ON ESTIMATES	Premier, Enterprise	Create product / service item or separate estimate with similar reference number
CLEAR UP UNDEPOSITED FUNDS	Premier Accountant, Enterprise Accountant	
PROGRESS INVOICING	Pro, Premier, Enterprise, Mac	Split estimate into several versions for each progress point. Copy each estimate to invoice at each progress point in order to link and populate each progress invoice appropriately.

FEATURE	QUICKBOOKS DESKTOP	QUICKBOOKS ONLINE
AUTO-SEND SALES FORM		Simple Start, Essentials, Plus
AUTO-SEND INVOICES FOR BILLABLE CHARGES		Plus
Vendors & Expenditures		
ONLINE BILL PAY	Pro, Premier, Enterprise	Apps.com: multiple solutions such as Bill.com
PREFERRED VENDOR	Pro, Premier, Enterprise	
MILEAGE TRACKING	Pro, Premier, Enterprise, Mac	Apps.com: multiple solutions such as Expensify
FIX UNAPPLIED VENDOR PAYMENTS AND CREDITS	Premier Accountant, Enterprise Accountant	
1099-MISC REPORTING	Pro, Premier, Enterprise, Mac	Plus
EXPENSE REIMBURSEMENT AND COMPANY CREDIT CARD MANAGEMENT		Apps.com: multiple solutions such as Expensify
Employees & Payroll		
UNLIMITED TIME TRACKING ONLY USERS		Plus Apps.com: multiple solutions such as TSheets
PAYROLL LABOR COSTING	Pro, Premier, Enterprise	calculate and split payroll expense manually between customer:jobs Apps.com: multiple solutions such as Knowify
ENTER TIMESHEETS IN BATCH	Pro, Premier, Enterprise	Apps.com: multiple solutions such as TSheets

FEATURE	QUICKBOOKS DESKTOP	QUICKBOOKS ONLINE
Accounting		
AUTO DOWNLOAD BANK ACTIVITY		Simple Start, Essentials, Plus
BATCH ENTER TRANSACTIONS	Premier Accountant, Enterprise	
MULTICURRENCY	Pro, Premier, Enterprise	Essentials, Plus
TROUBLESHOOT PRIOR ACCOUNT BALANCE	Premier Accountant, Enterprise Accountant	
ADDITIONAL AR/AP ACCOUNTS	Pro, Premier, Enterprise, Mac	
MULTIPLE AR/AP LINES IN JOURNAL ENTRIES		Simple Start, Essentials, Plus
WORKING TRIAL BALANCE	Premier Accountant, Enterprise	QuickBooks Online Accountant
CREATE PERIOD COPY	Premier Accountant, Enterprise Accountant	
RESTORE BACKUP	Pro, Premier, Enterprise, Mac	
CONDENSE FILE	Pro, Premier, Enterprise, Mac	
IIF IMPORT	Pro, Premier, Enterprise, Mac	Apps.com: multiple solutions
LOCATION TRACKING		Plus
MULTIPLE BUDGETS PER YEAR		Plus

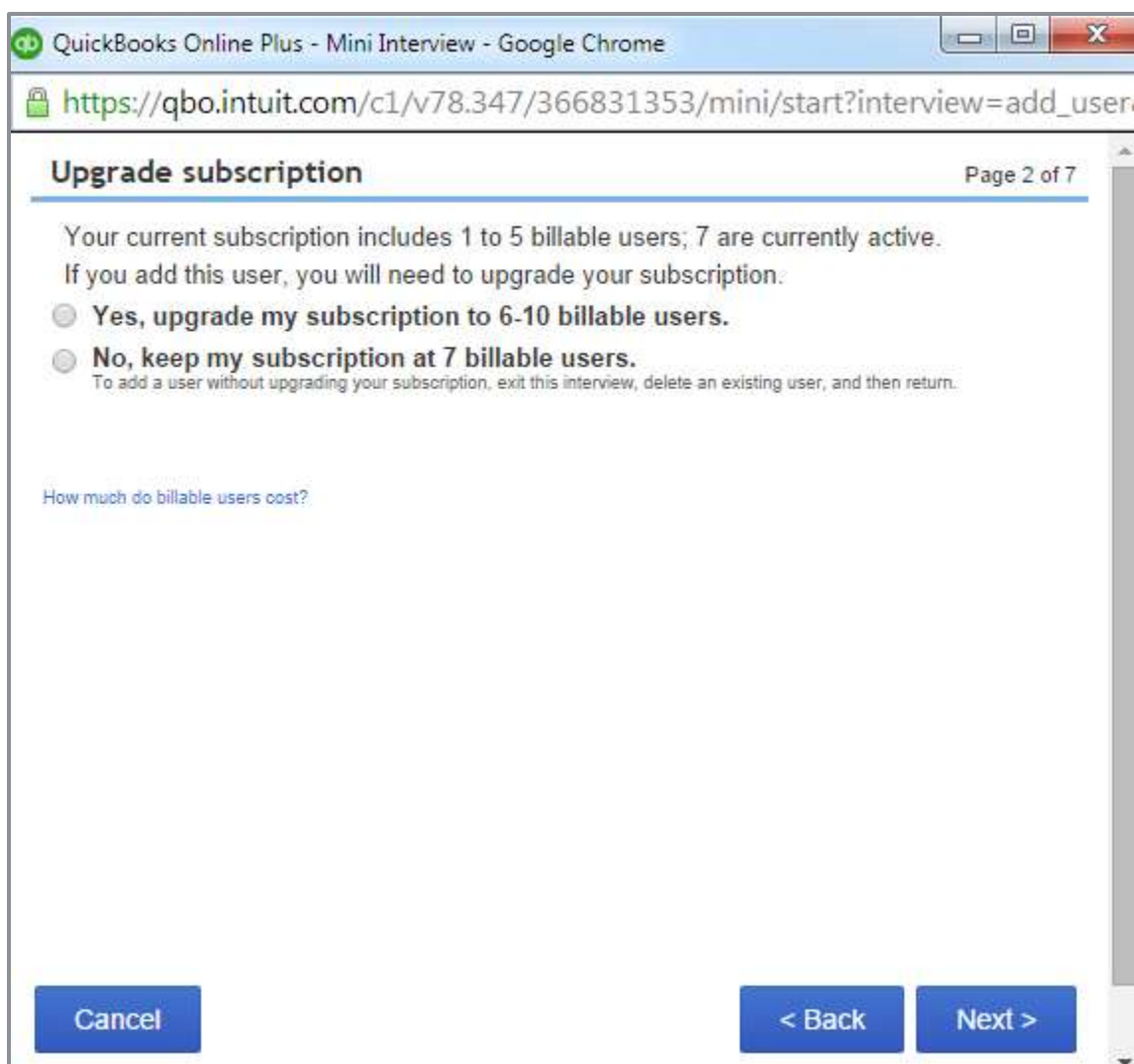
FEATURE	QUICKBOOKS DESKTOP	QUICKBOOKS ONLINE
Reporting		
AUDIT LOG		Simple Start, Essentials, Plus
AUDIT TRAIL	Pro, Premier, Enterprise, Mac	Simple Start, Essentials, Plus * included in Audit Log
MANAGEMENT REPORTS		Simple Start, Essentials, Plus
UNLIMITED REPORTS- ONLY USERS		Plus
COLLECTIONS CENTER	Pro, Premier, Enterprise	Apps.com: multiple solutions
CALENDAR VIEW	Pro, Premier, Enterprise	Apps.com: multiple solutions
MULTIPLE VENDOR SHIPPING ADDRESS	Pro, Premier, Enterprise	
ITEM PROFITABILITY REPORT	Pro, Premier, Enterprise, Mac	Simple Start, Essentials, Plus – run Profit & Loss report customized with columns by item
INDUSTRY SPECIFIC REPORTING	Premier, Enterprise	
BUSINESS PLANNER	Premier, Enterprise	Apps.com: multiple solutions such as LivePlan
FORECASTING	Premier, Enterprise	Apps.com: multiple solutions such as LivePlan
BALANCE SHEET BY CLASS	Premier, Enterprise	
BALANCE SHEET BY LOCATION		Plus
STATEMENT WRITER	Premier Accountant, Enterprise	
ESTIMATE VS. ACTUAL REPORTING	Pro, Premier, Enterprise, Mac	Create budget for job and run Budget vs. Actual report for job
AUTO-SEND REPORTS		Simple Start, Essentials, Plus
RATIO REPORTING		Apps.com: multiple solutions such as Finagraph

FEATURE	QUICKBOOKS DESKTOP	QUICKBOOKS ONLINE
Inventory		
WEIGHTED AVERAGE COST INVENTORY VALUATION METHOD	Pro, Premier, Enterprise, Mac	Apps.com: multiple solutions such as SOS Inventory
SET AND MAINTAIN INVENTORY RE-ORDER POINTS	Pro, Premier, Enterprise, Mac	Apps.com: multiple solutions such as DataQlick
PARTIAL PURCHASE ORDERS	Pro, Premier, Enterprise, Mac	Apps.com: multiple solutions such as Salespad Cloud, SOS Inventory, DEAR Inventory
SALES ORDERS	Premier, Enterprise	Apps.com: multiple solutions such as Method:CRM and SOS Inventory
TRACK CURRENT STOCK AVAILABLE	Premier, Enterprise	Plus Apps.com: multiple solutions such as All Orders
INVENTORY CENTER	Premier, Enterprise	Apps.com: multiple solutions such as Salespad Cloud
BUILD ASSEMBLIES OR MANUFACTURING	Premier, Enterprise	Apps.com: multiple solutions such as SOS Inventory
UNIT OF MEASURE	Premier, Enterprise	Apps.com: multiple solutions such as SOS Inventory
Other		
LETTERS (COLLECTION, CREDIT, ETC.)	Pro, Premier, Enterprise	Apps.com: multiple solutions such as Method:CRM, Legrand CRM
LAYOUT DESIGNER	Pro, Premier, Enterprise, Mac	Apps.com: multiple solutions such as Method:CRM

SUBSCRIPTION USERS

With QuickBooks Online Plus, in addition to Accountant, Reports-only and Time Tracking only users, you can have many active billable users work in QuickBooks Online simultaneously.

The billing levels are 1-5 users, 6-10 users and 11-25 users. Once you have reached the maximum users for a particular billing level, the next time you add a user you will have the option to upgrade your subscription to the next billing level. Upgrading your billing level will cause a one-time charge to occur. The one-time charge will be prorated by the day to your next billing date.



If you added a user who has bumped your subscription up to the next billing level and you want to return to the lower billing level, you can delete users. When you delete a user that would make you eligible for a lower billing level, QuickBooks Online will ask you if you want to delete the user and invite another user in their place *or* delete the user and downgrade the subscription.

Topic 2: Advanced Conversions to QuickBooks Online

You've decided to transition to QuickBooks Online. Now what? Businesses that have existing financial activity in QuickBooks Desktop for Windows (Pro or Premier), QuickBooks Desktop for Mac, or QuickBooks Enterprise can use the built-in conversion tool in these desktop programs to easily convert their data to QuickBooks Online. In this topic we'll explore the steps involved before, during and after this conversion process.

PRE-CONVERSION

In order to be allowed access to a QuickBooks Online company during the conversion tool's step-by-step process, you must be an Admin user on the QuickBooks Online account. QuickBooks Online Accountant users are Admin users by default. Therefore, if you are the QuickBooks Online Accountant firm admin or a team user with access to a QuickBooks Online company, you are considered an Admin user and will be allowed to convert data from QuickBooks Desktop to that QuickBooks Online company subscription.

As you learned in QuickBooks Online core certification, regular QuickBooks Online users can convert QuickBooks Desktop data to QuickBooks Online repeatedly within the first 60 days of the QuickBooks Online company subscription (including conversions with Payroll), unless you have used eServices to move money, such as run direct deposit or paid payroll taxes electronically in the QuickBooks Online company. If you don't like the results of your conversion, you can try it again. Accountant users are allowed 180 days to convert desktop data to online, regardless of how the QuickBooks Online company subscription was created. These 60-day and 180-day limits are extended to 1,060 days for the QuickBooks Online Accountant Your Books firm subscription.

Existing data in QuickBooks Online will be completely replaced by the latest import from Desktop. Be careful with this once third party apps are connected as this will send data to them also. Run QuickBooks Desktop and QuickBooks Online in parallel to make sure the data is giving you the same results in both software solutions.

In preparation for conversion, follow these guidelines for best results:

1. In QuickBooks Online Accountant create the new QuickBooks Online subscription. Specify whether to add the QuickBooks Online subscription to your firm's QuickBooks Online Accountant wholesale billing plan or whether the client will pay. You cannot create a QuickBooks Online company from the QuickBooks Desktop conversion tool; it must already be in existence.

The screenshot shows the 'Add client' form in QuickBooks Online Accountant. The form is titled 'Add client' and has a close button (X) in the top right corner. It is divided into two main sections: 'Client contact information' and 'QuickBooks subscription'.

Client contact information

There are two radio buttons: 'Business' (selected) and 'Individual'. Below these are four text input fields: 'Business name', 'Email *', 'Display name as', and 'Mobile'. A '+ Add more info' link is located below the 'Display name as' field.

QuickBooks subscription

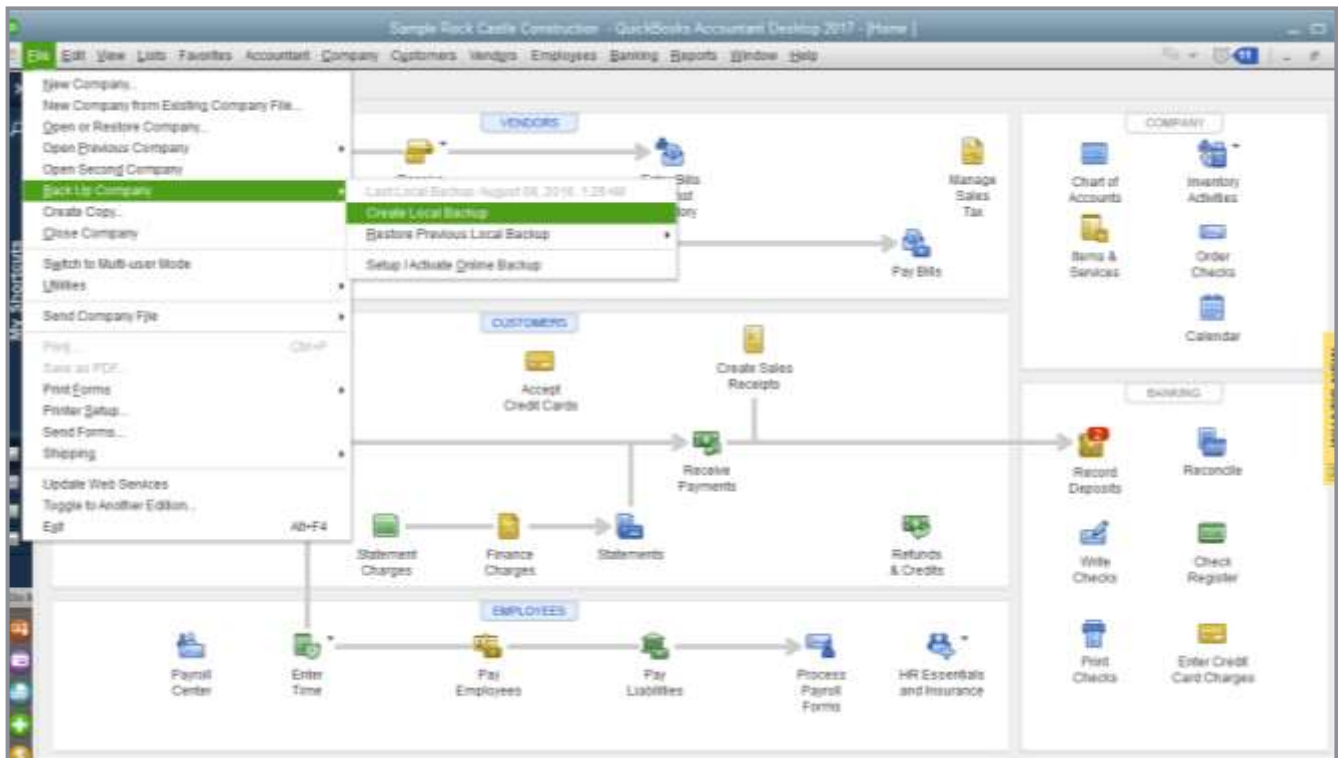
There are two radio buttons: 'Wholesale discount (firm is billed)' (selected) and 'Direct discount (client is billed)'. A 'Compare' link with a magnifying glass icon is to the right of the radio buttons.

Below the radio buttons are three subscription options:

- Self-Employed** (marked 'New'): \$10/mo (50% off for life of the subscription), \$5/mo.
- Essentials**: \$30/mo (50% off for life of the subscription), \$15/mo.
- Plus** (marked 'Most Popular'):

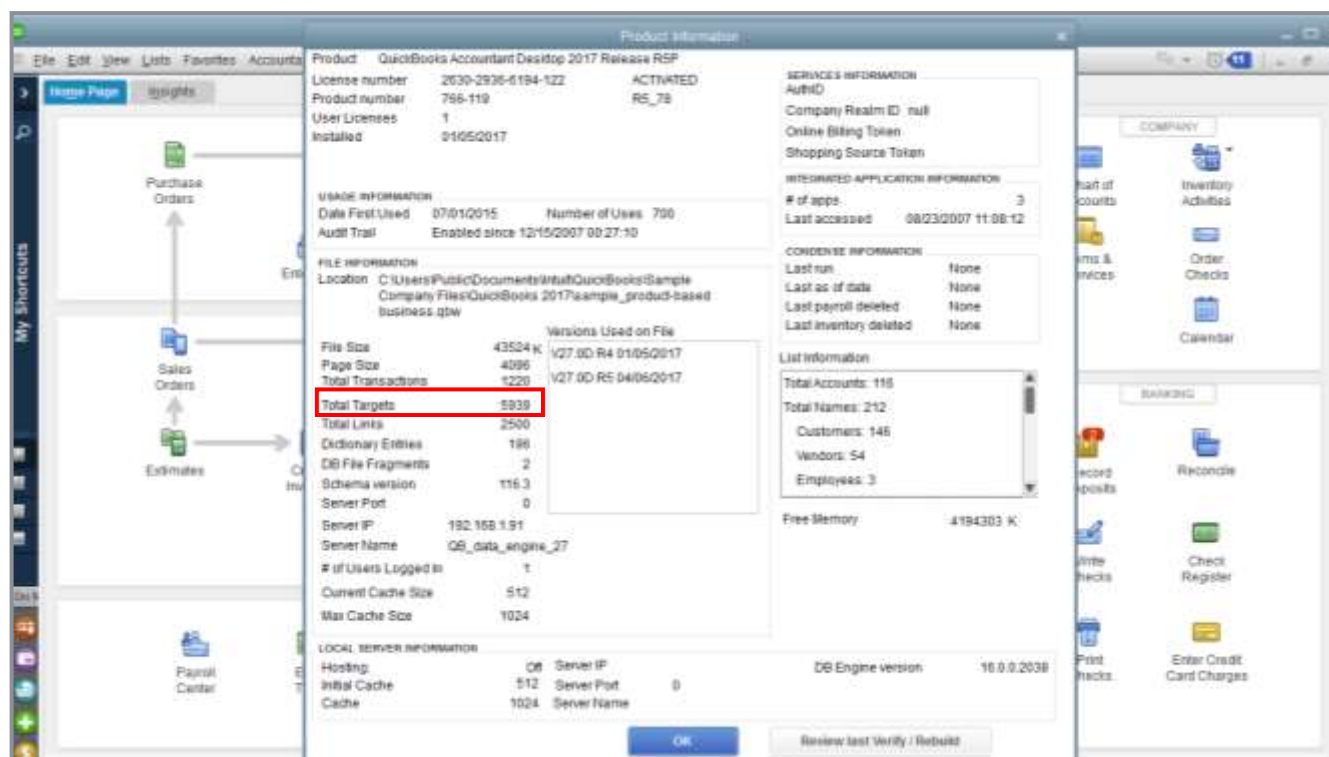
To the right of these options is a 'Wholesale discount' section with the text: 'Grow your practice by bundling QuickBooks into the services you provide clients.' and a 'Learn more' link.

2. In QuickBooks Desktop make a backup of the data file: File → Back Up Company → Create Local Backup. The conversion tool does not alter the data in QuickBooks Desktop. The QuickBooks Desktop data is not harmed and does not disappear upon conversion to QuickBooks Online. This backup is purely a restore point for the data as it was when you pushed it to QuickBooks Online in case you continue entering data in the desktop file to run the two side-by-side and ever need to look back at how it was before the conversion.



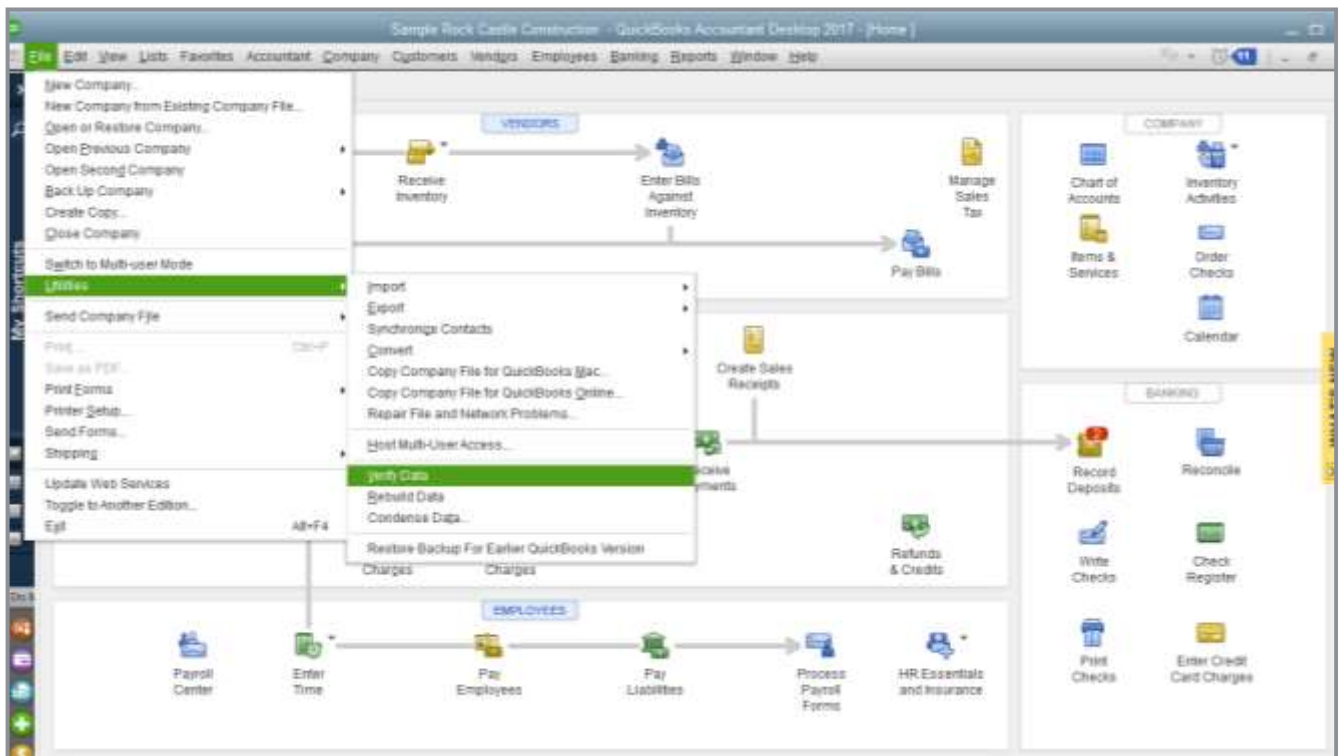
3. In QuickBooks Desktop, press F2 to verify total target count.

- Current data limit is 350K targets to import historical transactions
- If target count is too large, consider using the Condense utility to reduce the target size. Familiarize yourself with the impact of this tool:
<https://community.intuit.com/articles/1145321-condensing-your-quickbooks-desktop-file-for-import-to-quickbooks-online>
<https://community.intuit.com/articles/1502371-the-condense-data-utility>
- QuickBooks Desktop files with over 350K targets will get an option to import lists and balances only



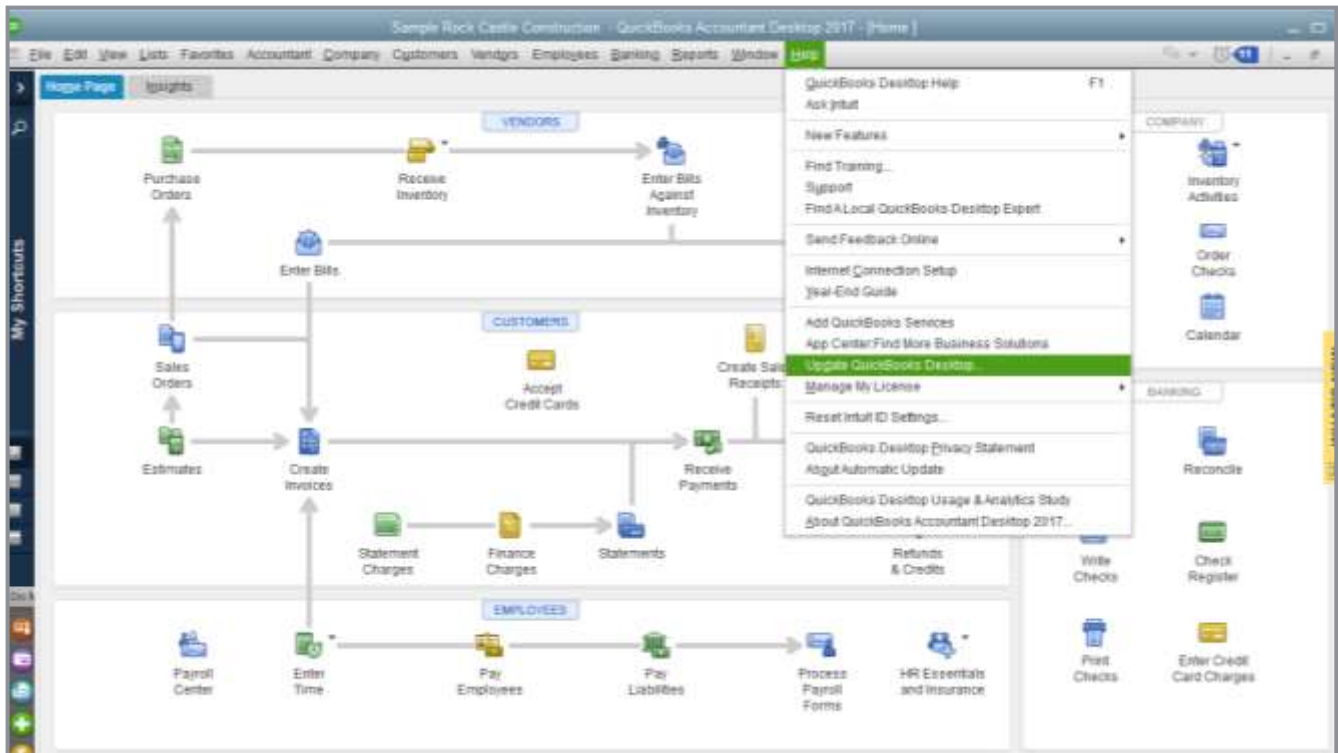
4. In QuickBooks Desktop, verify data: File → Utilities (or Maintenance) → Verify Data. Do not convert a corrupt data file to QuickBooks Online. If needed, or even if you just want to make the data file as whole as possible, perform the following file maintenance activities:

- Re-sort lists
- Create/restore portable company file to fix data integrity issues
- Rebuild data



5. In QuickBooks Desktop confirm you have the most recent conversion tool then convert to QuickBooks Online.

- In QuickBooks *Pro / Premier*, navigate to Help → Update QuickBooks Desktop in order to use the most recent conversion tool. Select all updates in the Update Now window. Click Get Updates. Exit and reopen QuickBooks Desktop then finish installing the updates when prompted.



- In QuickBooks *Enterprise*, navigate to Help → Update QuickBooks Desktop in order to use the most recent conversion tool. Select all updates in the Update Now window. Click Get Updates. Exit and reopen QuickBooks Enterprise then finish installing the updates when prompted.

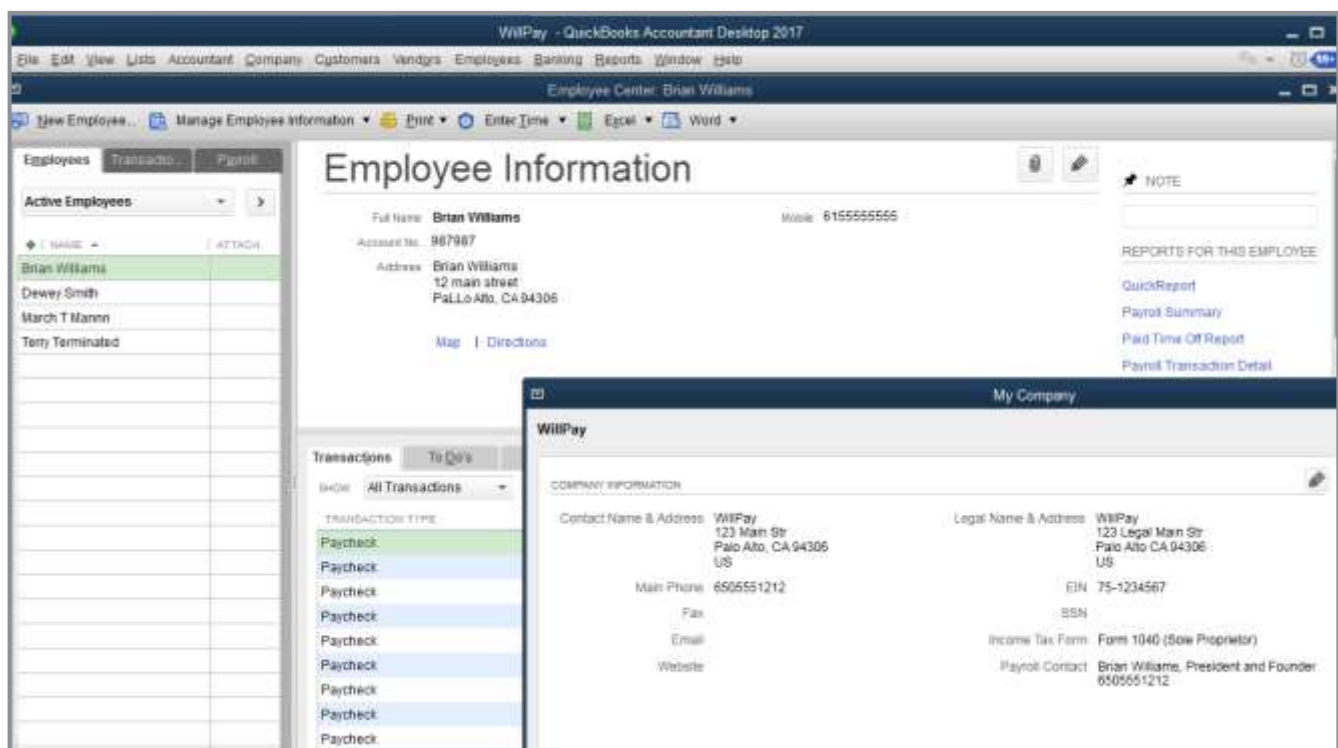
- In QuickBooks Mac, navigate to QuickBooks → Check for QuickBooks Updates to use the most recent conversion tool. Close and reopen QuickBooks Desktop to install update.



Payroll

If converting a QuickBooks Desktop data file with Payroll active, perform the following steps before conversion:

- If there's an upcoming pay date looming, process paychecks in QuickBooks Desktop to give you enough time to get QuickBooks Online Payroll set up before the following pay date
- If there are any payroll corrections to be made, make them in QuickBooks Desktop before converting
- File quarterly forms in QuickBooks Desktop
- Review and clean up to avoid conversion failures for payroll-related issues:
 - Review company address, especially confirm that state and ZIP code are valid and spelled correctly, as QuickBooks Online will validate the information upon conversion
 - Review employee names and addresses; make sure there are no duplicate names or Social Security numbers
 - Review payroll data to make sure employee hire dates are before termination dates and deduction amounts are positive, etc.



BEST PRACTICES USING THE QUICKBOOKS DESKTOP CONVERSION TOOL

The conversion tools available in the different versions of QuickBooks Desktop differ slightly. In addition, the conversion tool for QuickBooks Pro / Premier has a more comprehensive conversion tool for inventory. If you are using Inventory in QuickBooks Mac, it is suggested you first convert the data file to QuickBooks Pro / Premier then convert to QuickBooks Online.

Here are the step-by-step instructions for using the conversion tool in QuickBooks Pro / Premier, QuickBooks Enterprise and QuickBooks Mac, followed by the instructions for using QuickBooks Pro / Premier's conversion for inventory.



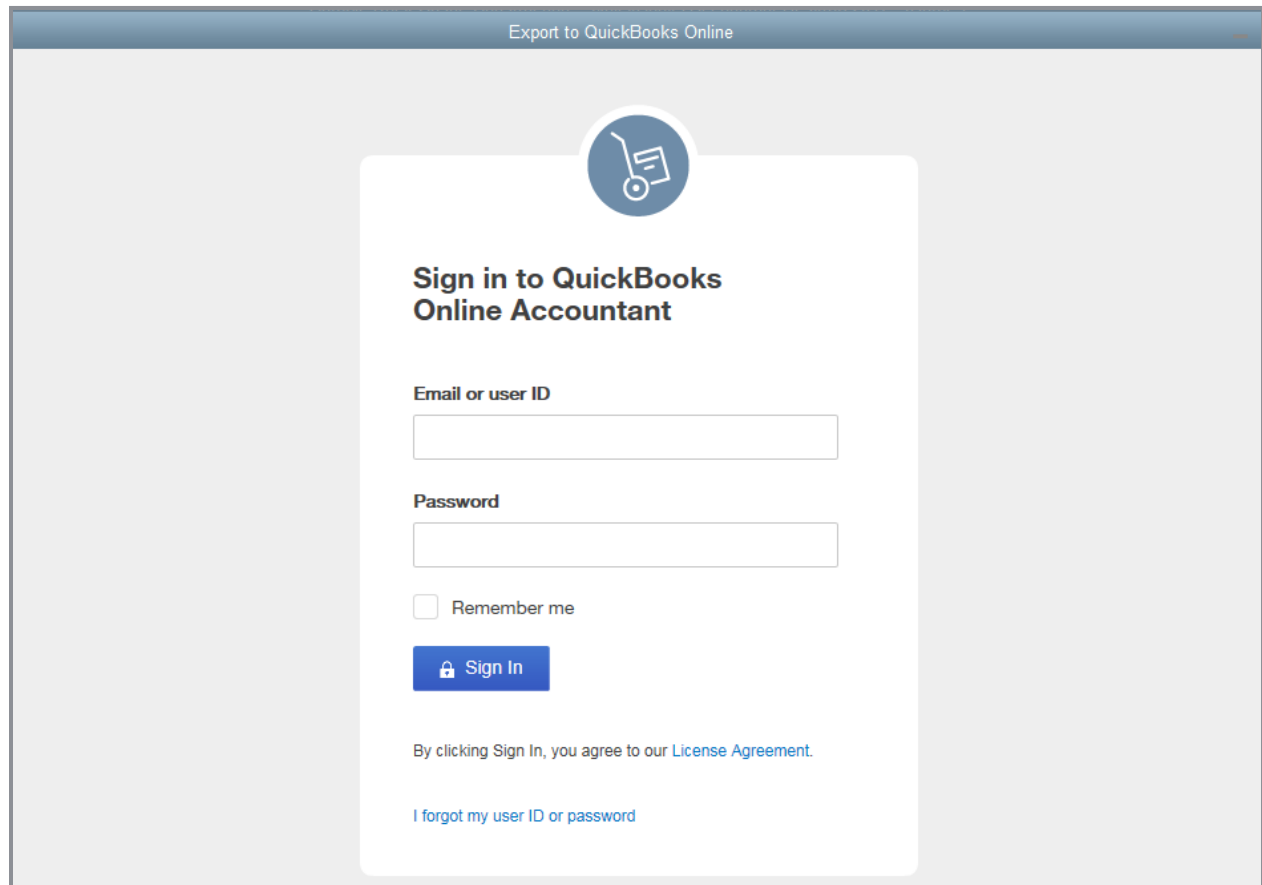
Step-by-Step: QuickBooks for Windows – Pro or Premier

Best results using QuickBooks Pro / Premier 2014 and higher.

1. Navigate to Company → Export Company File to QuickBooks Online.



2. Follow the onscreen instructions to sign in with your Intuit ID and select the online company into which you want to import your data.



The screenshot shows a web browser window titled "Export to QuickBooks Online". The main content area has a light gray background. In the center is a white rounded rectangle containing the sign-in form. At the top of this rectangle is a circular icon with a blue background and a white shopping cart symbol. Below the icon, the text "Sign in to QuickBooks Online Accountant" is displayed in bold. Underneath, there are two input fields: "Email or user ID" and "Password". Below the password field is a checkbox labeled "Remember me". A blue button with a white lock icon and the text "Sign In" is positioned below the checkbox. At the bottom of the form, there is a line of text: "By clicking Sign In, you agree to our [License Agreement](#)." and a link: "[I forgot my user ID or password](#)".

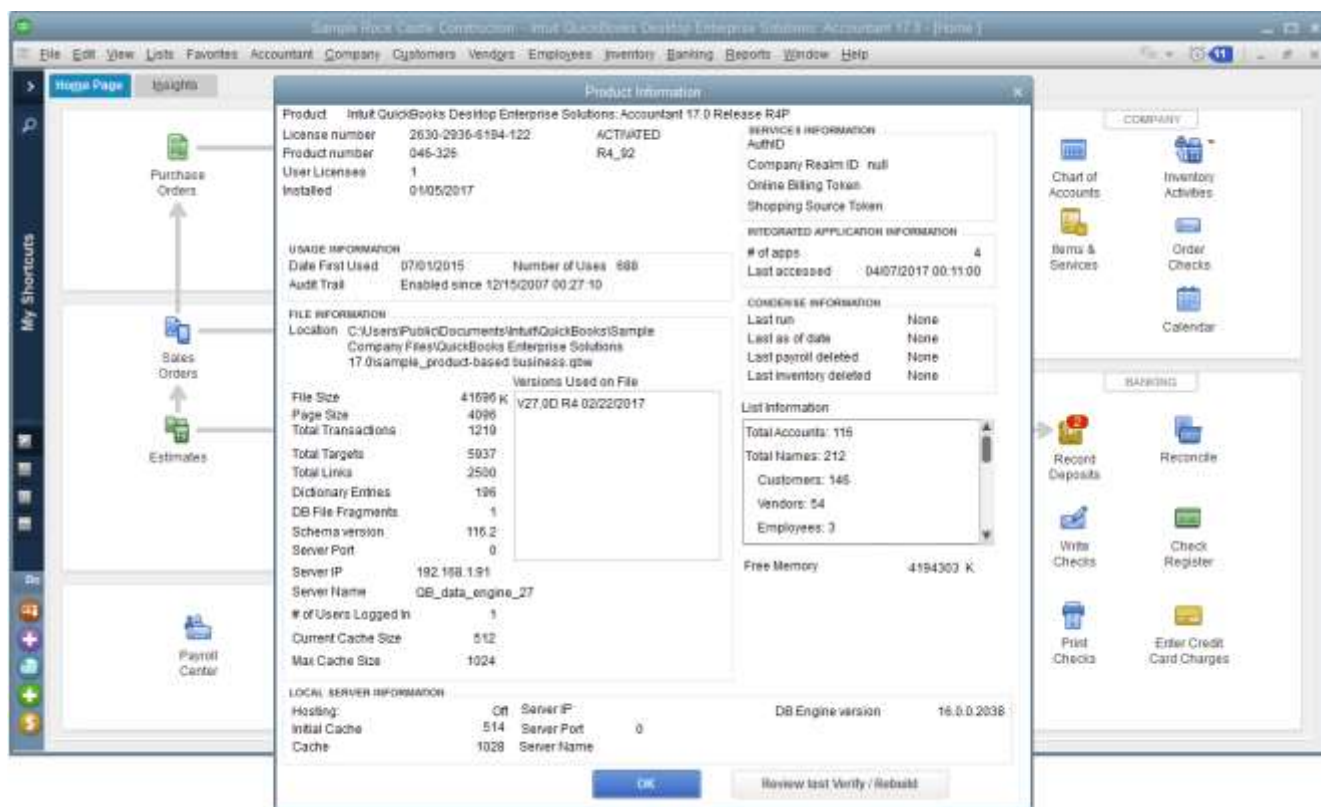


Step-by-Step: QuickBooks for Windows – Enterprise

Converting a QuickBooks Enterprise data file to QuickBooks Online is not officially supported due to the advanced features available in Enterprise that are not available in QuickBooks Online. However, some companies do not need the advanced features in Enterprise and may be candidates for conversion to QuickBooks Online. Others use Advanced Inventory in QuickBooks Enterprise and this will fail if converted to QuickBooks Online.

The conversion tool is accessed from QuickBooks Enterprise via keystroke which brings up the import process.

1. Press F2 to open the Product Information window.



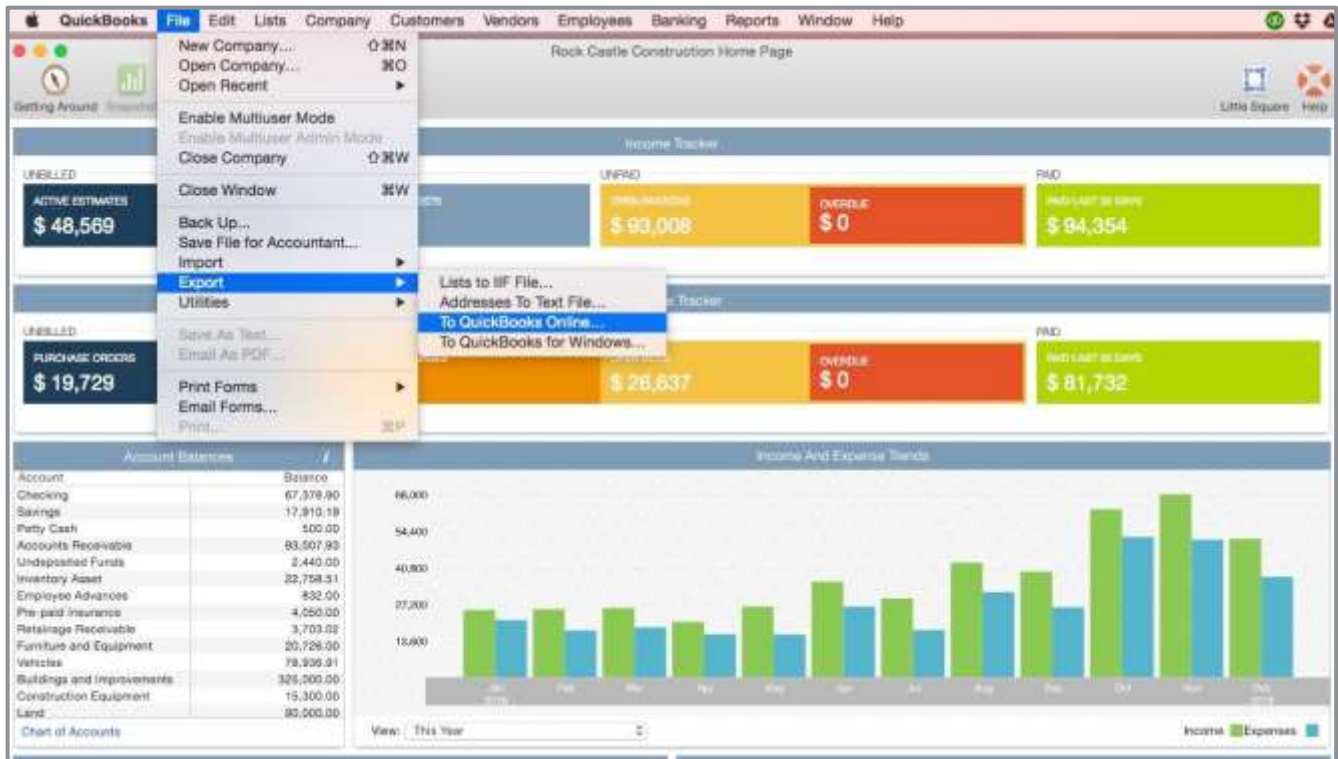
2. Press Ctrl + b → Ctrl + q → OK to close the Product Information window.
3. Now you should see the Export to QuickBooks Online window. Follow onscreen instructions.
4. If you have trouble with QuickBooks freezing during import, reference this article for help:
<https://community.intuit.com/articles/1145447-import-into-quickbooks-online-from-quickbooks-enterprise>



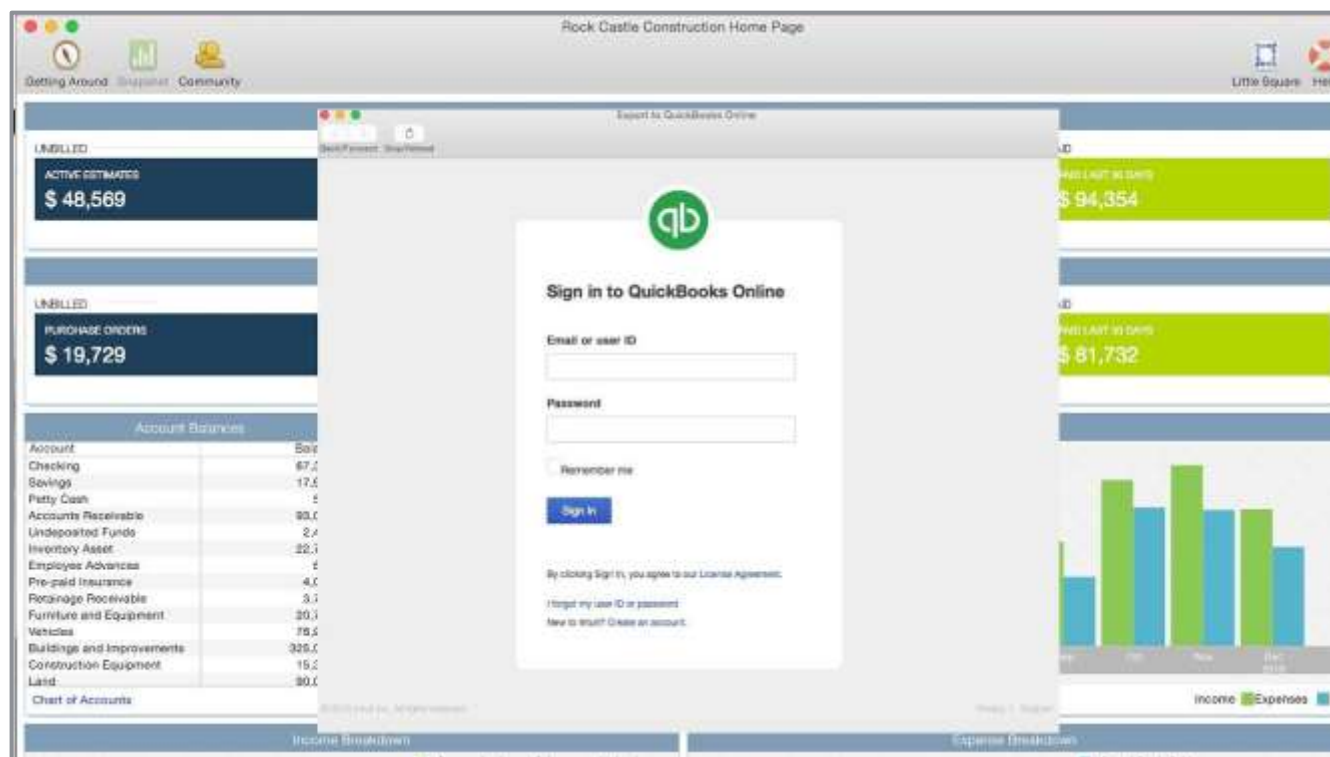
Step-by-Step: QuickBooks for Mac

Best results using QuickBooks Mac 2013 R11 and higher.

1. Navigate to File → Export → To QuickBooks Online.



2. Follow the onscreen instructions to export the data to QuickBooks Online.



NOTE: If you have an older version of QuickBooks Desktop or for some other reason need a trial version of QuickBooks Pro / Premier, Enterprise or Mac in order to convert to QuickBooks Online, download it here:

<https://community.intuit.com/articles/1207255-quickbooks-desktop-trial-links>

If you experience errors during conversion, reference this help site for possible solutions:

<https://community.intuit.com/articles/1145583-errors-importing-to-quickbooks-online>

Best Practices Using the QuickBooks Desktop Conversion Tool with Inventory

QuickBooks Online uses the FIFO method to value inventory and record the cost of products when they are sold. This method can reflect costs more accurately, especially if prices change over time. For most businesses, the FIFO method produces the biggest gross profit and highest ending inventory value on the balance sheet. It also shows how inventory flows through your business more accurately. This is why QuickBooks Online uses FIFO.

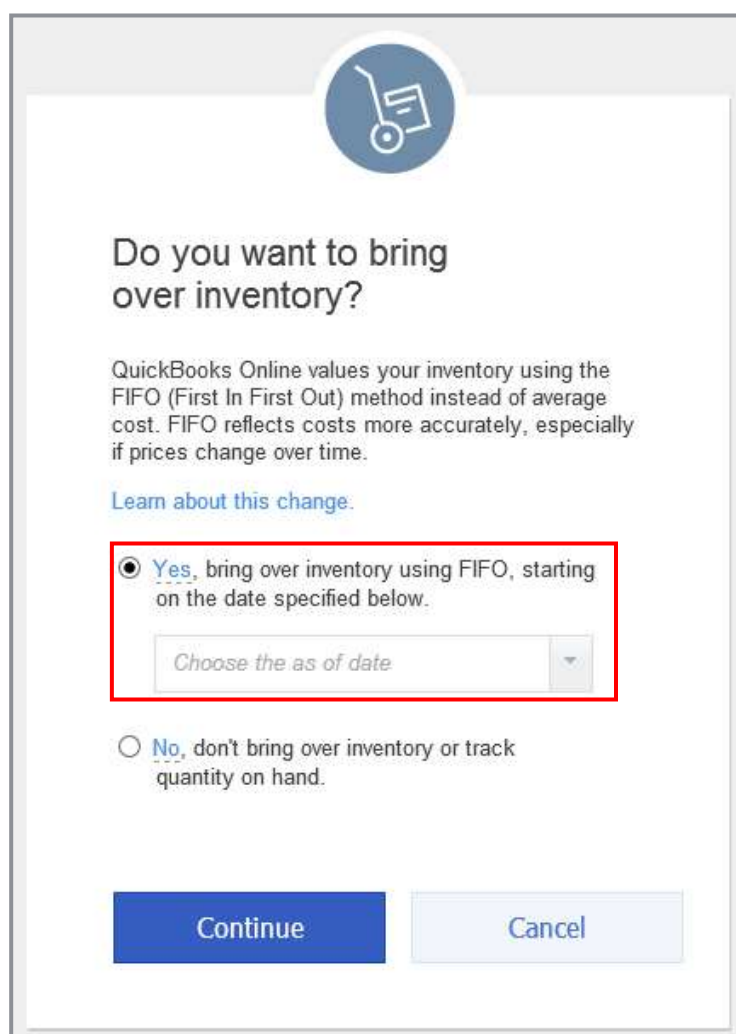
Businesses which use a different inventory method and convert to QuickBooks Online inventory should consult their accountant first to discuss the change in inventory methods. For those converting from QuickBooks Desktop, understand that QuickBooks Desktop uses the weighted average cost method to calculate inventory value and cost, so you would be changing inventory valuation methods by using QuickBooks Online for inventory tracking.

Those who plan to use QuickBooks Online with QuickBooks Point of Sale powered by Revel should understand that Revel also uses the weighted average cost method to calculate inventory value and cost, so do not switch to FIFO if you will need to switch back to weighted average cost later.

If you are using a different third party app to expand inventory functionality, check with the developer regarding whether you should turn on inventory when converting to QuickBooks Online. Many third party inventory apps do not want inventory turned on in QuickBooks Online.

QuickBooks for Pro / Premier with Inventory

When a QuickBooks data file is converted from Desktop to Online, you will be asked whether you want to bring your inventory.



The screenshot shows a dialog box titled "Do you want to bring over inventory?". At the top is a circular icon with a shopping cart and a document. The text explains that QuickBooks Online uses the FIFO method instead of average cost. A link "Learn about this change." is provided. There are two radio button options: "Yes, bring over inventory using FIFO, starting on the date specified below." (which is selected and highlighted with a red box) and "No, don't bring over inventory or track quantity on hand." Below the "Yes" option is a date picker field labeled "Choose the as of date". At the bottom are "Continue" and "Cancel" buttons.

Do you want to bring over inventory?

QuickBooks Online values your inventory using the FIFO (First In First Out) method instead of average cost. FIFO reflects costs more accurately, especially if prices change over time.

[Learn about this change.](#)

☒ **Yes**, bring over inventory using FIFO, starting on the date specified below.

Choose the as of date

☐ **No**, don't bring over inventory or track quantity on hand.

Continue **Cancel**

Bring Over Inventory

If you answer Yes, bring over inventory using FIFO, starting on the date specified below you will need to select a starting date. It is recommended you use the first day following the company's last tax filing period to avoid filing amended forms. Once you set the inventory start date, you won't be able to change it in QuickBooks Online, and any transactions prior to this date cannot be edited.

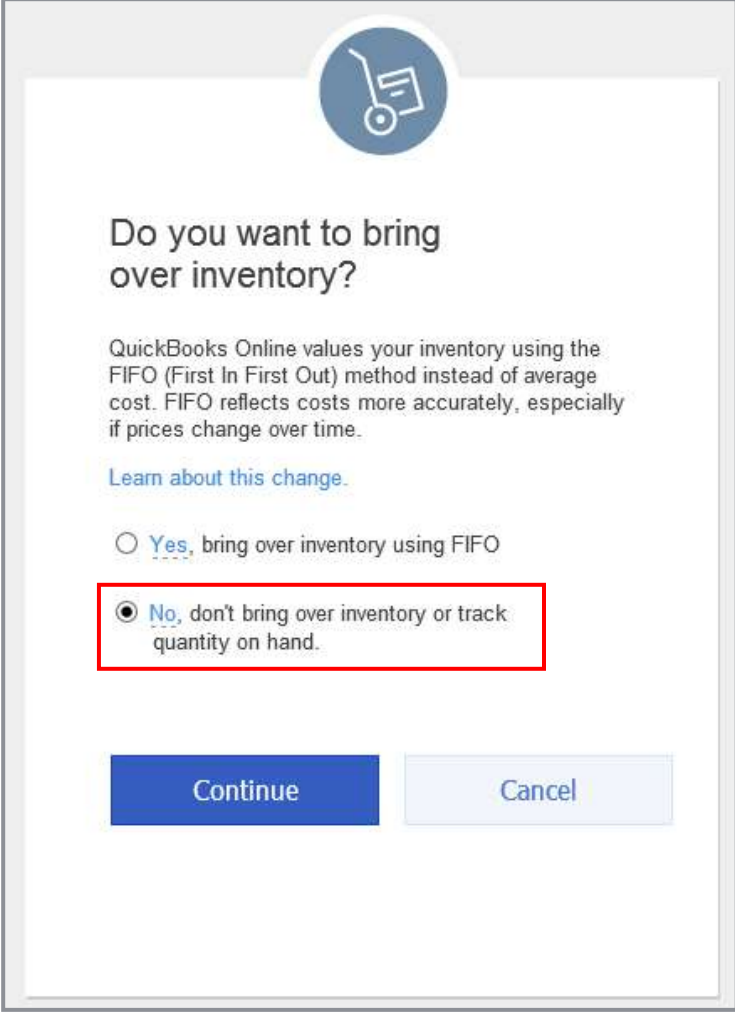
The screenshot shows a dialog box titled 'Bring Over Inventory' with a shopping cart icon. It contains a calendar for March. The 'Yes' option is selected, and the 'Continue' button is highlighted. The calendar shows the following dates:

S	M	F	S
28	29	4	5
6	7	11	12
13	14	18	19
20	21	25	26
27	28	1	2
3	4	8	9
	20	17	

Next, QuickBooks Online will search for any errors with inventory. If errors are found, the import will fail. For example, if the cost of goods sold account on an inventory item from QuickBooks Desktop is not posting to the proper Cost of Goods Sold account type, the import will fail. The user will receive an email with instructions on how to fix the items that caused the problem.

Don't Bring Over Inventory

If you plan to use QuickBooks Point of Sale powered by Revel in the future, or if you prefer not to use FIFO or enable inventory in QuickBooks Online, then when the QuickBooks Desktop conversion tool asks whether to bring your inventory to QuickBooks Online, select **No, don't bring over inventory** or track quantity on hand.





Do you want to bring over inventory?

QuickBooks Online values your inventory using the FIFO (First In First Out) method instead of average cost. FIFO reflects costs more accurately, especially if prices change over time.

[Learn about this change.](#)

☐ Yes, bring over inventory using FIFO

☒ No, don't bring over inventory or track quantity on hand.

Continue **Cancel**

Learn more below on what to expect post-conversion when you opt to bring over or *not* bring over inventory.

POST-CONVERSION WORK

Once you have sent the QuickBooks Desktop data to QuickBooks Online, wait for a confirmation email that the data is now available in QuickBooks Online. This generally takes 10 minutes or less, but could potentially take up to six hours. Usually the conversion is very quick and email confirmation is received almost immediately.

Once you've received the confirmation email, there are several steps to take to get started. We'll begin with general post-conversion work and the initial reconciliation then explore the more complex post-conversion work associated with inventory, payroll and payments.

General

- Verify reports
 - Run accrual-based Balance Sheet and Profit & Loss reports for all dates in both QuickBooks Desktop and QuickBooks Online, comparing the totals to make sure they match
 - Run reports relevant to the business such as Open Invoices, Unpaid Bills, Sales Tax Liability and Payroll Tax Liability reports
- Review Company Settings to set global preferences such as
 - Activate features
 - Define custom sales and/or purchase order fields
 - Customize sales forms
 - Set closing date password
 - Enable setting to copy estimates to invoices and purchase orders
 - Activate pre-fill forms with previously entered content
- Connect bank and credit card accounts. Process bank activity in the For Review tab.
- Create and save custom reports
- Set up users and permissions
- Set up and implement chosen third party apps

Initial Reconciliation



Step-by-Step: Initial Reconciliation of all Previously Reconciled Transactions

1. Navigate to the Reconcile screen.
2. Use the same ending date and ending balance from the last reconciliation in QuickBooks Desktop.
3. Remember that during conversion, all transactions were sent to QuickBooks Online, including the R reconciled status on any reconciled transactions. So you should not have to check off any transactions as they are already marked as reconciled and will not show as open reconciling items.
4. Your difference should already be zero.
5. Click Finish Now.

Chart of accounts > Bank register > Reconcile

Reconcile 10100 Checking

Statement ending date: November 30, 2018

\$0.00 \$0.00
0 PAYMENTS 0 DEPOSITS

✓ \$0.00
DIFFERENCE

Edit info Finish now

Give Feedback

Statement ending date: November 30, 2018

Payments Deposits All

DATE	TYPE	REF NO.	PAYEE	MEMO	PAYMENT	DEPOSIT	
11/30/2018	Receive Payment	41077	Malton, Johnny/Denta...			4,135.58	
11/30/2018	Check	475	Bank of Anycity	Pmt# 23	2,710.00		
11/30/2018	Check	474	Dianna's Auto Shop	Monthly Vehicle Repairs and Maintenance	218.00		
11/30/2018	Bill Payment	473	Wheeler's Tile Etc.		686.00		
11/30/2018	Bill Payment	472	Patton Hardware Supp...	BC 93	656.23		
11/30/2018	Check	471	Bayshore Water		24.00		
11/29/2018	Bill Payment	470	Washuta & Son Painting	123-78	300.00		
11/29/2018	Bill Payment	469	Sloan Roofing		2,000.00		
11/29/2018	Bill Payment	468	Timberloft Lumber	1890-76	6,790.00		
11/28/2018	Bill Payment	467	Lew Plumbing	5-487	800.00		
11/28/2018	Bill Payment	466	McClain Appliances	85-93117	600.00		
11/28/2018	Bill Payment	465	Keswick Insulation		300.00		
11/28/2018	Bill Payment	464	Hopkins Construction ...		300.00		

Inventory

Bring Over Inventory

When you convert a data file from QuickBooks Desktop and elect to bring over inventory, there's really no work to be done. However, it is important to understand what has happened during conversion and spot check for accuracy. The conversion process will activate tracking quantity on hand for inventory in QuickBooks Online's company sales settings.

As you learned earlier in this module, historical sales transactions with inventory dated before the FIFO start date record the weighted average cost decrease to inventory asset and increase to COGS, identical to QuickBooks Desktop. This historical activity is not found on the QuickBooks Online Inventory Valuation Detail report.

Rock Castle Inc								
TRANSACTION JOURNAL								
All Dates								
DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT #	ACCOUNT	DEBIT	CREDIT
12/01/20...	Invoice	985	Pretell Real Estate:75 Suns...		11000	11000 Accounts Receivable	\$11,785.00	
				Removal labor	40130	40130 Construction Income...		\$672.00
				Framing labor	40130	40130 Construction Income...		\$2,640.00
				Install drywall	40150	40150 Construction Income...		\$336.00
				Electrical work	40150	40150 Construction Income...		\$129.94
				Install insulation	40150	40150 Construction Income...		\$45.94
				Plumbing	40150	40150 Construction Income...		\$115.50
				Roofing	40150	40150 Construction Income...	\$0.00	
				Painting	40150	40150 Construction Income...	\$0.00	
				Light pine kitchen cabinet w...	12100	12100 Inventory Asset		\$1,500.00
				Light pine kitchen cabinet w...	50100	50100 Cost of Goods Sold	\$1,500.00	
				Light pine kitchen cabinet w...	40140	40140 Construction Income...		\$1,799.00
				Cabinet Pulls	40140	40140 Construction Income...		\$118.80
				Cabinet Pulls	50100	50100 Cost of Goods Sold	\$18.00	
				Cabinet Pulls	12100	12100 Inventory Asset		\$18.00

At conversion, QuickBooks Online will post the starting values from QuickBooks Desktop for each inventory product as of the FIFO start date specified in the conversion. These starting values are found on the Inventory Valuation Detail report. This adjustment records starting quantity, rate and asset value to inventory. These starting value adjustments have a net zero effect on the general ledger so there is no duplication with historical sales transactions.

Rock Castle Inc								
INVENTORY VALUATION DETAIL								
All Dates								
DATE	TRANSACTION TYPE	NUM	NAME	QTY	RATE	FIFO COST	QTY ON HAND	ASSET VALUE
+ Cabinets								
+ Cabinet Pulls								
12/31/2020	Inventory Starting Value from Desktop	START		271.00	3.00	813.00	271.00	813.00
03/14/2021	Invoice	1028	Castillo, Eloisa:Utility Room	-4.00	3.00	-12.00	267.00	801.00
04/28/2021	Bill	01-03-785	Custom Kitchens of Bayshore	48.00	1.59	76.32	315.00	877.32
05/18/2021	Check	320	Patton Hardware Supplies	12.00	3.00	36.00	327.00	913.32
05/20/2021	Bill		Custom Kitchens of Bayshore	48.00	1.59	76.32	375.00	989.64
06/08/2021	Check	333	Patton Hardware Supplies	24.00	3.00	72.00	399.00	1,061.64
12/05/2021	Bill		Patton Hardware Supplies	50.00	1.75	87.50	449.00	1,149.14
12/14/2021	Invoice	1096	Natiello, Ernestou:Kitchen	-26.00	3.00	-78.00	423.00	1,071.14
Total for Cabinet Pulls				423.00		\$1,071.14	423.00	\$1,071.14
+ Light Pine								
12/31/2020	Inventory Starting Value from Desktop	START		1.00	1,500.00	1,500.00	1.00	1,500.00
03/14/2021	Invoice	1028	Castillo, Eloisa:Utility Room	-1.00	1,500.00	-1,500.00	0.00	0.00
04/28/2021	Bill	01-03-785	Custom Kitchens of Bayshore	2.00	1,500.00	3,000.00	2.00	3,000.00
05/20/2021	Bill		Custom Kitchens of Bayshore	2.00	1,500.00	3,000.00	4.00	6,000.00
12/05/2021	Bill		Patton Hardware Supplies	2.00	1,500.00	3,000.00	6.00	9,000.00
Total for Light Pine				6.00		\$9,000.00	6.00	\$9,000.00
Total for Cabinets				429.00		\$10,071.14	429.00	\$10,071.14

Any existing transactions on or after this date are recalculated in QuickBooks Online under FIFO.

NOTE: QuickBooks Mac does not support inventory import. Mac users would need to convert their Mac file to Windows in order to convert inventory to QuickBooks Online.

It is likely that QuickBooks Online's accrual-basis reports for all dates will not match QuickBooks Desktop since the inventory is restated in QuickBooks Online using the FIFO method as of the start date specified during conversion. However, you could run an accrual-basis balance sheet that ends before the inventory start date to compare QuickBooks Online and QuickBooks Desktop based on weighted average valuation to make sure the values match before the start date of FIFO valuation.

The IRS requires you to commit to an inventory costing method the first year you file a business tax return. You can apply to change your cost method by filing Form 3115 for the tax year you first implement your new inventory cost method. This is the inventory start date you set on the QuickBooks Desktop conversion tool. IRS consent for this change is automatic when you file a correctly completed Form 3115 and there is no review or approval process. *This does not constitute tax advice. Please contact a tax professional to discuss any consequences, questions and action steps.*

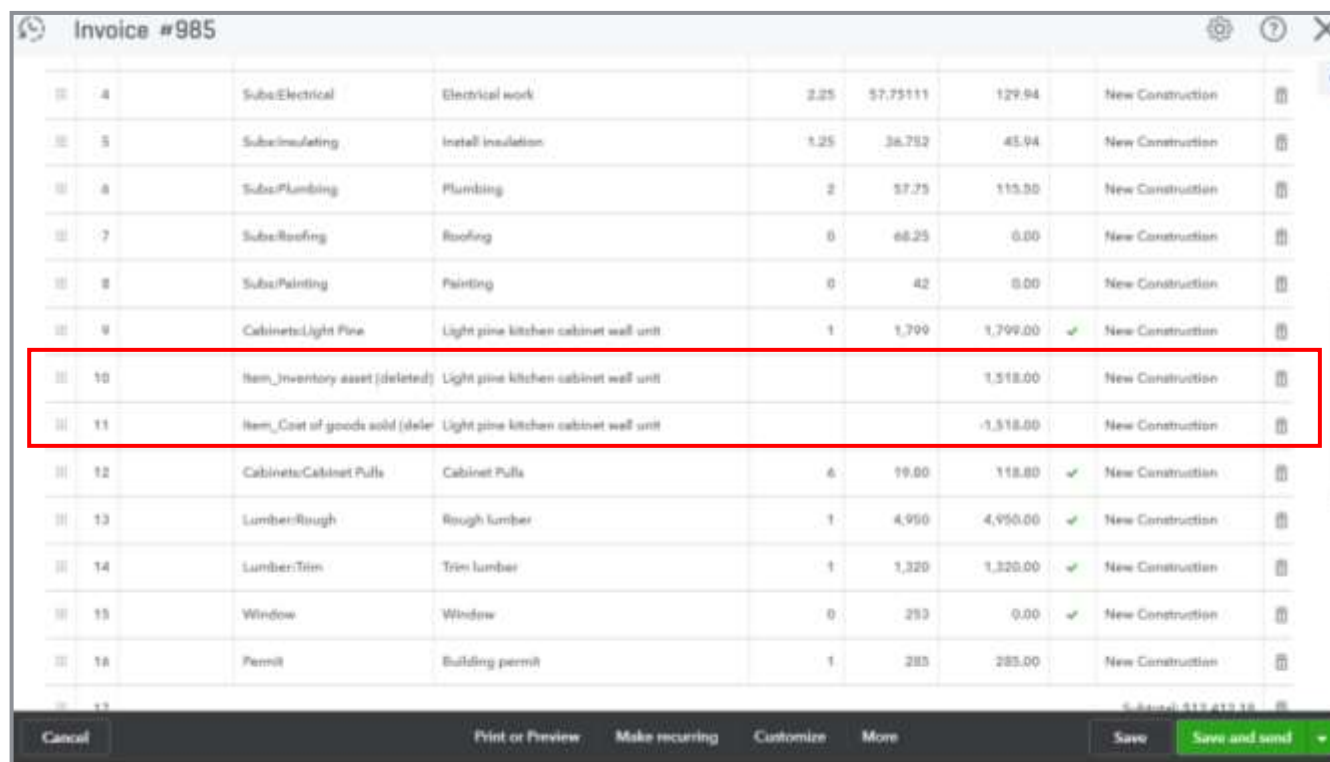
Don't Bring Over Inventory

When you convert a QuickBooks Desktop data file with inventory to QuickBooks Online and elect *not* to bring over inventory, items in QuickBooks Desktop that are type Inventory Part are imported to QuickBooks Online as type non-inventory.

Historical sales transactions (invoices and sales receipts) with inventory parts now have two additional lines to account for the removal from inventory and the cost of the sale. The amount on each of these two additional lines is the sum of the cost of all inventory items on that transaction.

NOTE: At the time of this recording/publication, the description field on each line shows the name of only one of the multiple inventory items on a sales form, but the amount represents the total cost for all inventory items on the transaction.

These two new adjustment lines will be hidden when printed, so re-sending historical invoices and sales receipts to customers will not reveal these adjustments.



Line	Sub	Description	Qty	Rate	Amount	Cost	Status	Type
4	Sub:Electrical	Electrical work	2.25	\$7,751.11	129.94			New Construction
5	Sub:Insulating	Install insulation	1.25	\$6,752	45.94			New Construction
6	Sub:Plumbing	Plumbing	2	\$7.75	115.50			New Construction
7	Sub:Roofing	Roofing	0	\$6.25	0.00			New Construction
8	Sub:Painting	Painting	0	42	0.00			New Construction
9	Cabinets:Light Pine	Light pine kitchen cabinet wall unit	1	1,799	1,799.00		✓	New Construction
10	Item_Inventory asset (deleted)	Light pine kitchen cabinet wall unit			1,518.00			New Construction
11	Item_Cost of goods sold (deleted)	Light pine kitchen cabinet wall unit			-1,518.00			New Construction
12	Cabinets:Cabinet Pulls	Cabinet Pulls	6	19.80	118.80		✓	New Construction
13	Lumber:Rough	Rough lumber	1	4,950	4,950.00		✓	New Construction
14	Lumber:Trim	Trim lumber	1	1,320	1,320.00		✓	New Construction
15	Window	Window	0	253	0.00		✓	New Construction
16	Permit	Building permit	1	285	285.00			New Construction

Purchase transactions originally posted using items to record the increase in Inventory Asset will have converted to QuickBooks Online using *accounts* instead of *items*. The rate and quantity are copied to the line description.

Bill #380482

Custom Kitchens of Bayshore

PAYMENT STATUS
PAID
1 payment made on 05/31/2017

Mr Butch Brown
Custom Kitchens of Bayshore
923 E. Industrial Way
Suite 101
Bayshore, CA 94326

Net 60

01/01/2017

03/02/2018

380482

Account details

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	MARKUP %	TAX	CUSTOMER	CLASS
1	12100 Inventory Asset	Door Frame 10 @ \$12 - standard interior door frame	120.00				Vasquez, Anabel/Besame	Remodel
2	12100 Inventory Asset	Exterior 3 @ \$105 - Exterior door - #P-10001	315.00				Vasquez, Anabel/Besame	Remodel
3								

Add lines

Clear all lines

Item details

Cancel

Make recurring

More

Save

Save and new

Drill down into the inventory asset balance on the balance sheet and customize to group by Product/Service to find the grouping of Not Specified purchases. These are the purchases that are posted directly to accounts instead of items.

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT
06/23/20...	Invoice	1049	Baker, Chris:Family Room	Exterior wood door	12100 Inventory A...	11000 Accounts Receivab...
09/15/20...	Invoice	1059	Morgenthaler, Jenny:Room...	Exterior wood door	12100 Inventory A...	11000 Accounts Receivab...
09/29/20...	Invoice	1063	Burch, Jason:Room Addition	Exterior wood door	12100 Inventory A...	11000 Accounts Receivab...
10/30/20...	Invoice	1072	Cook, Brian:2nd story addi...	Interior wood door	12100 Inventory A...	11000 Accounts Receivab...
11/25/20...	Invoice	1081	Cook, Brian:2nd story addi...	Interior wood door	12100 Inventory A...	11000 Accounts Receivab...
11/28/20...	Invoice	1085	Teschner, Anton:Sun Room	Exterior wood door	12100 Inventory A...	11000 Accounts Receivab...
12/05/20...	Invoice	1089	Violette, Mike:Workshop	Standard Doorknobs	12100 Inventory A...	11000 Accounts Receivab...
12/14/20...	Invoice	1096	Natiello, Ernesto:Kitchen	Cabinet Pulls	12100 Inventory A...	11000 Accounts Receivab...
12/15/20...	Invoice	1097	Robson, Darc:Robson Clinic	Interior wood door	12100 Inventory A...	11000 Accounts Receivab...
Total for Item: Inventory asset (deleted)						
= Not Specified						
12/02/20...	Bill	3847498	Patton Hardware Supplies	Light Pine 5 @ \$1500 - Light...	12100 Inventory A...	20000 Accounts Payable
12/02/20...	Bill	3847498	Patton Hardware Supplies	Lk Doorknobs 100 @ \$34.95 - ...	12100 Inventory A...	20000 Accounts Payable
12/02/20...	Bill	3847498	Patton Hardware Supplies	Doorknobs Std 100 @ \$27 - ...	12100 Inventory A...	20000 Accounts Payable
12/20/20...	Bill	930357	Patton Hardware Supplies	Doorknobs Std 20 @ \$27 - D...	12100 Inventory A...	20000 Accounts Payable
12/20/20...	Bill	930357	Patton Hardware Supplies	Light Pine 1 @ \$1500 - Light...	12100 Inventory A...	20000 Accounts Payable
12/20/20...	Bill	930357	Patton Hardware Supplies	Cabinet Pulls 300 @ \$3 - Cab...	12100 Inventory A...	20000 Accounts Payable
12/20/20...	Bill	930357	Patton Hardware Supplies	Brass hinges 250 @ \$3 - stan...	12100 Inventory A...	20000 Accounts Payable
12/20/20...	Bill	930357	Patton Hardware Supplies	Lk Doorknobs 20 @ \$34.95 - ...	12100 Inventory A...	20000 Accounts Payable
12/20/20...	Bill	930357	Patton Hardware Supplies	Interior 6 @ \$60 - Interior do...	12100 Inventory A...	20000 Accounts Payable
12/20/20...	Bill	930357	Patton Hardware Supplies	Exterior 3 @ \$105 - Exterior d...	12100 Inventory A...	20000 Accounts Payable
12/31/20...	Journal Entry	Setup		Interior Door kit - Interior Do...	12100 Inventory A...	-Split-

To ensure the Inventory Asset and COGS transactions were converted properly, run the Inventory Valuation Summary report in QuickBooks Desktop and run the Balance Sheet report, accrual-basis, in QuickBooks Online. Both reports should be run for All Dates. Compare the QuickBooks Desktop Inventory Valuation report's total asset value to the QuickBooks Online Inventory Asset account balance. If the two amounts don't match exactly, there may be rounding differences or differences related to inventory valuation adjustments. If too large a discrepancy, drill down on the QuickBooks Online Balance Sheet Inventory Asset account to explore transaction detail to determine whether the conversion of historical inventory was acceptable or not. Remember that you will not be able to group by item, since sales transaction detail will be recorded using the *new Item_Inventory asset (deleted)*, and purchase detail will be recorded directly to accounts.

Payroll

If using QuickBooks Desktop with Payroll turned on, the conversion tool will activate payroll service in QuickBooks Online and import payroll data. All payroll-related financial transactions are posted to the general ledger and much of the employee data is imported. To complete payroll setup post-conversion, you'll review and complete employee information, year-to-date and quarterly information.



Step-by-Step: Complete Payroll Setup

1. Navigate to the Employee Center in QuickBooks Online.
2. In the Paid in [CurrentYear] column, make sure each employee who received a paycheck this year shows Yes. This is a sign of a successful conversion.
3. Click Complete payroll setup.

The screenshot shows the QuickBooks Online interface. At the top, a green banner indicates "Your trial ends in 8 days | Subscribe now". The left sidebar contains navigation links: Dashboard, Banking, Sales, Expenses, Employees (highlighted), Reports, Taxes, Accounting, Apps, and Get Paid Faster. The main content area is titled "Employees" and includes the message "We need some info before you run payroll" and "Here's what's left to do:" followed by three steps: 1. Review and complete employee info, 2. Enter payroll info from earlier this year, and 3. Enter totals for each payroll this quarter. A green button labeled "Complete payroll setup" is highlighted with a red box. Below this, there is a search bar and a dropdown menu set to "All employees". A table lists employees with columns for NAME, LAST PAID, and PAID IN 2017. The "PAID IN 2017" column is highlighted with a red box, showing "Yes" for Mannon, March; Smith, Dewey; and Williams, Brian, and "NO" for Terminated, Terry.

NAME	LAST PAID	PAID IN 2017
Mannon, March	01/20/2017	Yes
Smith, Dewey	01/20/2017	Yes
Williams, Brian	01/20/2017	Yes
Terminated, Terry	12/31/2014	NO

4. Review and update the About Your Business section. Click Continue.

Get Ready for Payroll

Let's get to know you a little better.
First, a few quick questions about your business.

About your business

Business name
WHHY

Business address
123 Legal Main Str

City or town: PAID AUTO State: CA Zip code: 94306

Business phone
650 555 1212

Why do this?
We'll use this info to set up your account, send you reminders, and customize your payroll.

About you

First name: M.I.: Last name:

Cancel Continue

5. If there were any custom payroll items used in QuickBooks Desktop Payroll for compensation, benefits, paid time off, contributions or deductions, you will be prompted to match your company's payroll items to the options available in QuickBooks Online.
 - a. QuickBooks Online will show you the taxes applied to the custom payroll item from QuickBooks Desktop.
 - b. Select whether the payroll item is *Pay types (Earnings)* or *Deductions/Contributions*.
 - c. Specify which type of earning or deduction.
 - d. QuickBooks Online will then show you which taxes are applicable for this pay type.
 - e. Compare that to taxes applied in QuickBooks Desktop. If they don't match, QuickBooks Online will still accept what happened in QuickBooks Desktop, but will correct it going forward.
 - f. Click Save then Continue.

Match your company's payroll items

To bring over your 2016 payroll history, match your company's custom payroll items to the options available in QuickBooks Online.

QUICKBOOKS DESKTOP	QUICKBOOKS ONLINE
XYZ Allowance Taxes applied to this company contribution: <ul style="list-style-type: none">Federal Income TaxMedicareSocial Security	Pay types (Earnings) Allowance Taxes applied to this pay type: <ul style="list-style-type: none">Federal Income TaxMedicareSocial Security What if the tax withholding types don't match? Cancel Save

Cancel **Continue**

- Employee information converts from QuickBooks Desktop. Click a row to review and update this data as needed. Click Continue.

Get started with payroll

1 EMPLOYEES 2 TAXES 3 PRIOR PAYROLL

Tell us about your employees

Add each employee you've paid in 2017 (including terminated employees).

NAME	PAY RATE	PAY SCHEDULE	PAY METHOD	YTD NET PAY
 Mann, March	\$50.00 / hour	Weekly	Check ☐	\$1,346.99
 Smith, Dewey	\$55.00 / hour	Monthly	Check ☐	\$6,270.82
 Williams, Brian	\$72,000.00 / year	Monthly	Check ☐	\$4,331.10
TOTAL 2017 NET PAY				\$11,948.91

Add an employee



Back Continue

7. Tax information converts from QuickBooks Desktop. Review and update this data as needed. Click Continue through each tax screen then click Save.

1 EMPLOYEES 2 TAXES 3 PRIOR PAYROLLS

Let's make dealing with your payroll taxes a snap!
We need some info to help you take care of your payroll taxes and forms.

Quick tips before your start:

- **Gather federal and state tax notices.** The IRS and state tax agencies may have mailed you letters and tax notices with important info. [Tell me more.](#)
- **Gather W-4 forms.** We'll collect this info if you haven't entered it already.
- **Don't be afraid to ask for help.** Many employers like to walk through these sections with their accountants. Or you can [contact us](#) for help any time.

Why do this?

As an employer, you're responsible for withholding, paying, and reporting income taxes for your employees, as well as payroll taxes, like Social Security, Medicare, and state unemployment insurance (SUI).

[Back](#) [Continue](#)

<https://qbo.intuit.com/taxforms/setup/getting-started/affirmations-priorPayroll?>

Payroll Taxes Setup and Compliance

1 EMPLOYEES 2 TAXES 3 PRIOR PAYROLLS

Business details
We use this info to fill out your payroll taxes and forms.

What business name do you use when filing tax forms (filing name)? [What if I'm a sole proprietor?](#)

WithPay

What address do you use when filing tax forms (filing address)?

☒ Same as business address: 123 Legal Main Str, PALO ALTO, CA, 94306

Make sure your business is compliant
Workers' comp is required in most states when you hire your first employee

Do you have workers' comp insurance?

☐ Yes ☐ No

[Back](#) [Continue](#)

<https://qbo.intuit.com/taxforms/setup/taxPreparation.pl?mode=edit-priorPayroll?>

Payroll Taxes Setup and Compliance

1 EMPLOYEES 2 TAXES 3 PRIOR PAYROLLS

Federal tax details

Do you know your federal Employer Identification Number (EIN)? [How do I get all the federal tax info?](#)

☒ Yes, it is

☐ No, I haven't received it yet, or I don't have it handy

Which payroll tax form do you file with the IRS?

How often does the IRS require you to pay federal taxes (your deposit schedule)?

Is your business a 501(c)(3) non-profit?

☐ Yes, and I don't pay federal unemployment taxes (FUTA)

☒ No (most common)

[Back](#) [Continue](#)

Payroll Taxes Setup and Compliance

1 EMPLOYEES 2 TAXES 3 PRIOR PAYROLLS

State tax details

Do you know your California Employer Account Number? [How do I get all the state tax info?](#)

☒ Yes, it is

☐ No, I haven't received it yet, or I don't have it handy

Do you know what SUI (State Unemployment Insurance) rate California assigned to your business?

☒ Yes, it is %

☐ No, please use 6.2% for now

What Employment Training Tax rate did California assign to your business?

Deposit Schedule

[Back](#) [Save](#)

<https://qbo.intuit.com/payroll/portal.com/taxes/forms/setup/stateTaxSetup.pdf?mode...>

8. You will then be prompted to set up E-file and E-pay. Enter required information, or select the option to perform this work Manually with paper coupons and set up E-file and E-pay at a later date. Click Next.

E-pay and E-file Setup

1 EMPLOYEES 2 TAXES 3 PRIOR PAYROLLS

Tax payment info

We'll use this info to get you ready to file and pay payroll taxes.

How do you want to file and pay your taxes?

☐ E-file and e-pay (recommended) [What's this?](#)

☒ Manually with paper coupons

[Next](#)

9. Prior payroll information converts from QuickBooks Desktop. Review and add any missing data as needed. Click Continue.

1 EMPLOYEES 2 TAXES 3 PRIOR PAYROLL

Tell us about your payroll from earlier this year.
This will help us calculate your payroll accurately going forward.

Quick tips before you start:

- Have your payroll reports ready. We'll ask for info that you can find on your payroll reports or spreadsheets from this year.
- Don't be afraid to ask for help. Many employers like to walk through these sections with their accountants. Or you can contact us for help at any time.

Why do this?

When we calculate your payroll taxes, we're required by the government to factor in all the payrolls that you ran earlier in the year. That includes any payroll info from prior payroll solutions.

Although this can be a bit tedious, it will ensure that your payroll and payroll taxes are accurate going forward. Bear with us.

Back Continue

<https://qbo.onlinempayroll.com/priorPayroll/index.jpf>

1 EMPLOYEES 2 TAXES 3 PRIOR PAYROLL

Company payroll totals for this quarter (01/01/2017 - 03/31/2017)

Add all pay dates you have paid employees on from 01/01/2017 to 03/31/2017, and enter the payroll totals for all employees added together.

PAY DATE	REGULAR PAY	SICK PAY	ALLOWANCE	HEALTH INSURANCE	FEDERAL INCOME TAX	SOCIAL SECURITY	MEDICARE	CA INCOME TAX	CA STATE DISABILITY INS
01/20/2017	17938.00		75.00	100.00	3231.00	1116.31	261.07	1185.66	162.05

[Add pay date](#)

Back Continue

<https://qbo.onlinempayroll.com/priorPayroll/enterQtrPayroll.jpf>

10. Once setup is complete, you will be prompted to run your first payroll. It is suggested you run a test payroll for a single employee then delete it. Enter sample data, then preview, submit and finish the payroll. This prepares the system for your first real payroll run and allows you to test check printing. It also releases employees who were paid in the current year to be made inactive, if terminated.

Run Payroll: Monthly

Bank account: checking Balance: \$753,791.95 Pay period: 03/01/2017 to 03/31/2017 Pay date: 03/31/2017 TOTAL PAY: \$6,000.00

EMPLOYEE	SALARY	REGULAR PAY HRS	SICK PAY HRS	MEMO	TOTAL PAY
✓ [X] Smith, Emily \$55.00 / hour					\$0.00
✓ [X] Williams, Brian \$72,000.00 / year					\$4,500.00

Add an employee

All done!
You're all ready to run your first payroll!
We'll also prep your payroll taxes and forms and notify you when it's time to take action.

Run payroll later Run payroll now

Back Preview payroll

Run Payroll: Monthly

Bank account: checking Balance \$783,791.95

Pay period: 03/01/2017 to 03/31/2017

Pay date: 03/31/2017

TOTAL PAY \$6,000.00

☐	EMPLOYEE	SALARY	REGULAR PAY HRS	SICK PAY HRS	MEMO	TOTAL PAY
☐	CS Smith, Dewey \$55.00 / hour					
☒	IIV Williams, Brian \$72,000.00 / year	\$6,000.00				\$6,000.00
	TOTAL	\$6,000.00	0.00	0.00		\$6,000.00

[Add an employee](#)

[Back](#) [Preview payroll](#)

Run Payroll: Monthly

Review and Submit

\$6,500.00
TOTAL PAYROLL COST

\$4,331.25
NET PAY

\$1,668.75
EMPLOYEE

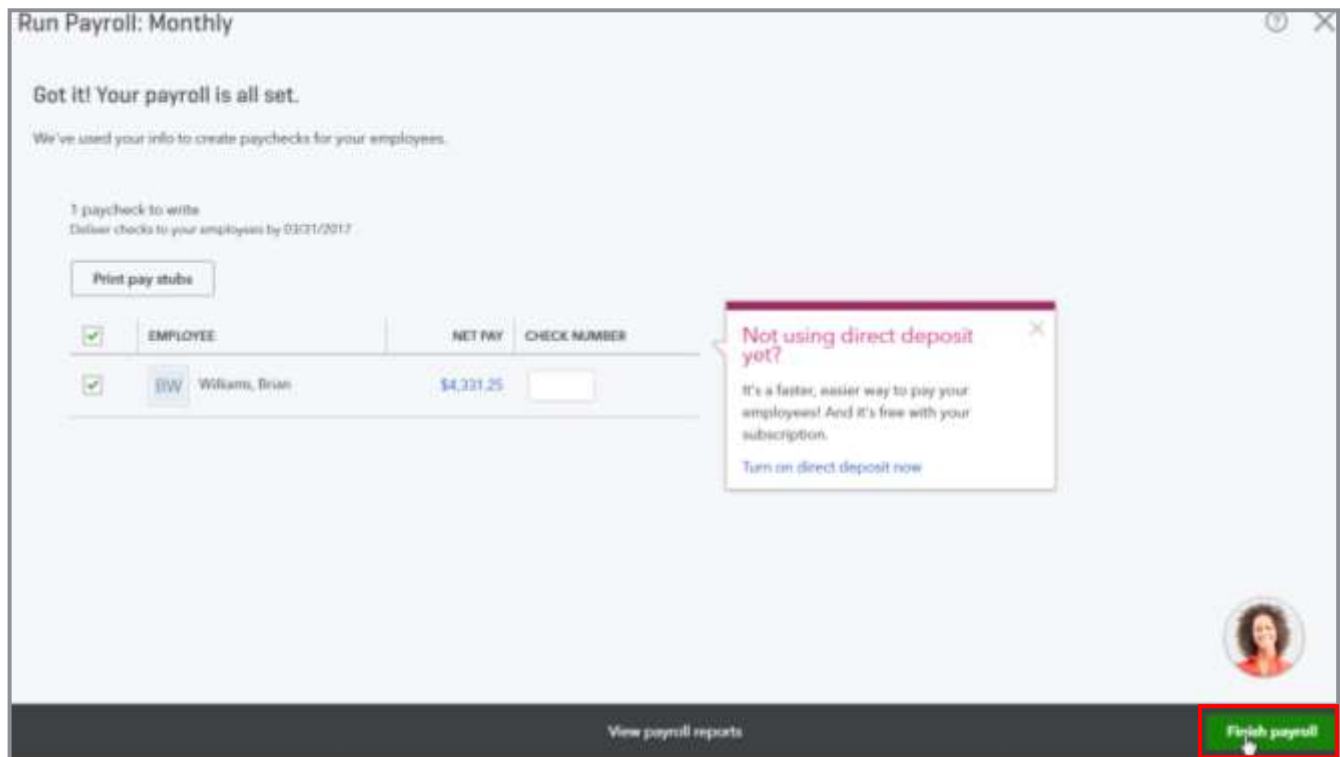
\$500.00
EMPLOYER

1 Paper check for \$4,331.25
Deliver these paychecks by 03/31/2017

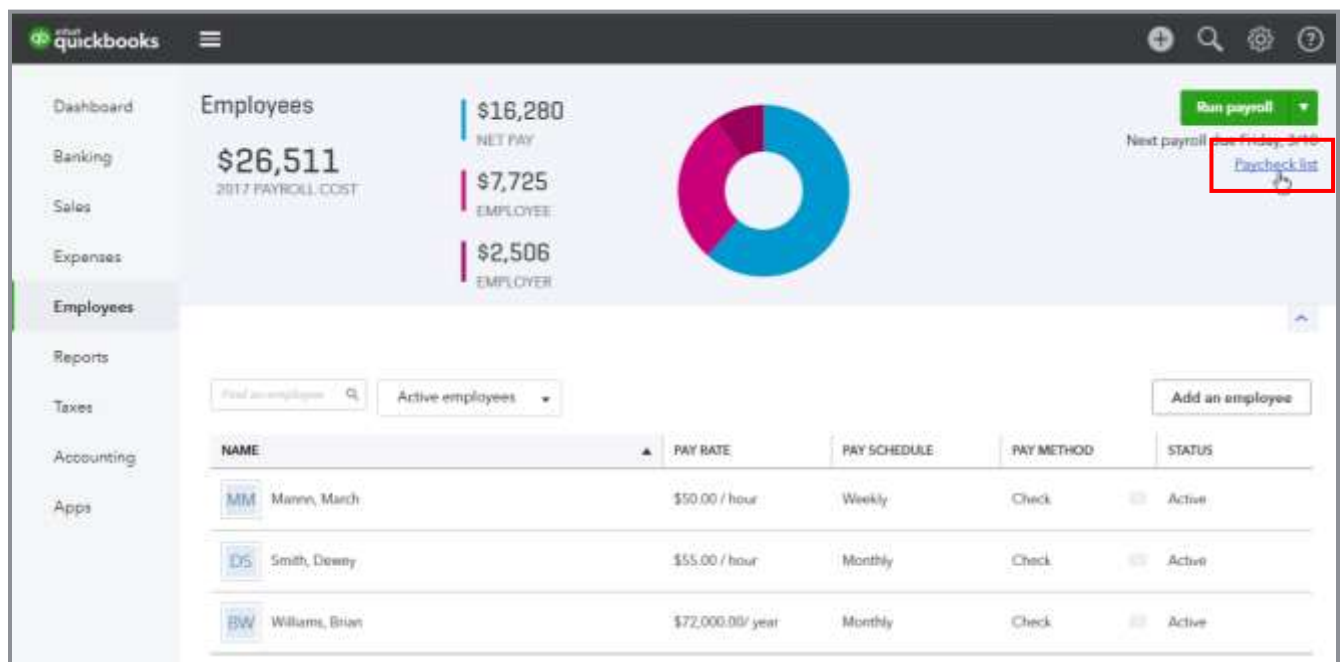
Pay period: 03/01/2017 to 03/31/2017 Pay date: 03/31/2017

EMPLOYEE	TOTAL HOURS	TOTAL PAY	EMPLOYEE TAXES	NET PAY
SW Williams, Brian	173.33	\$6,000.00	\$1,668.75	\$4,331.25
Totals:	173.33	\$6,000.00	\$1,668.75	\$4,331.25

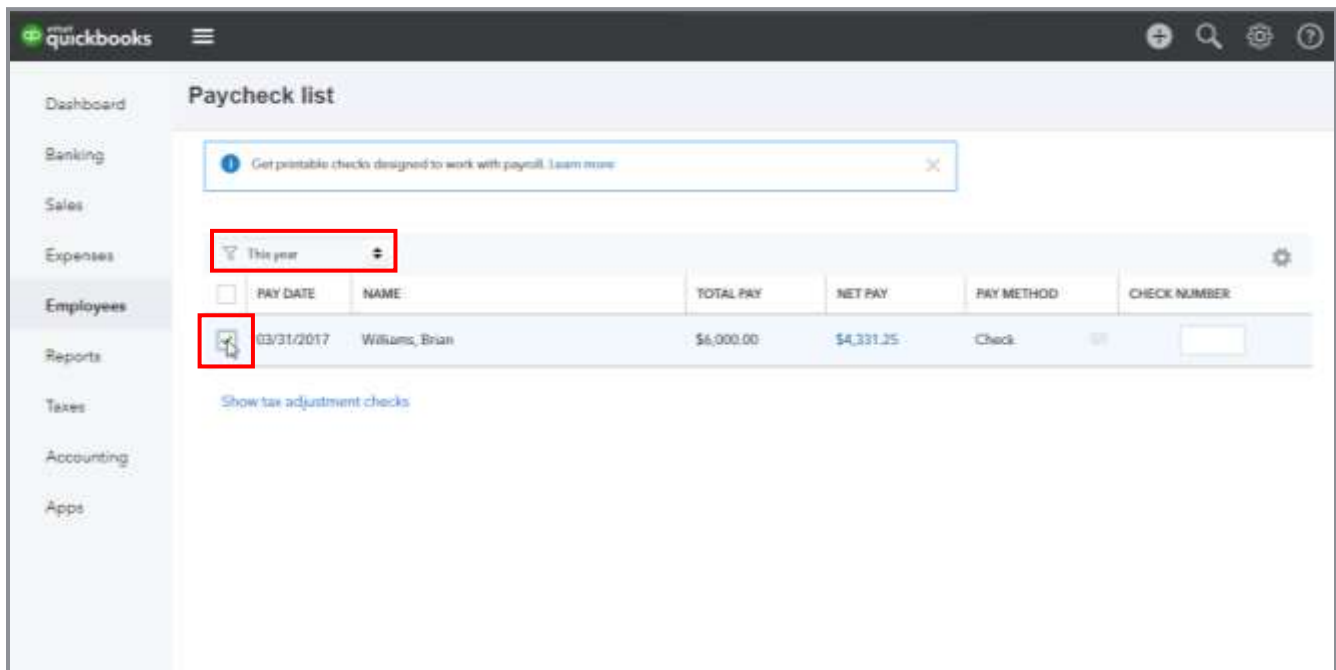
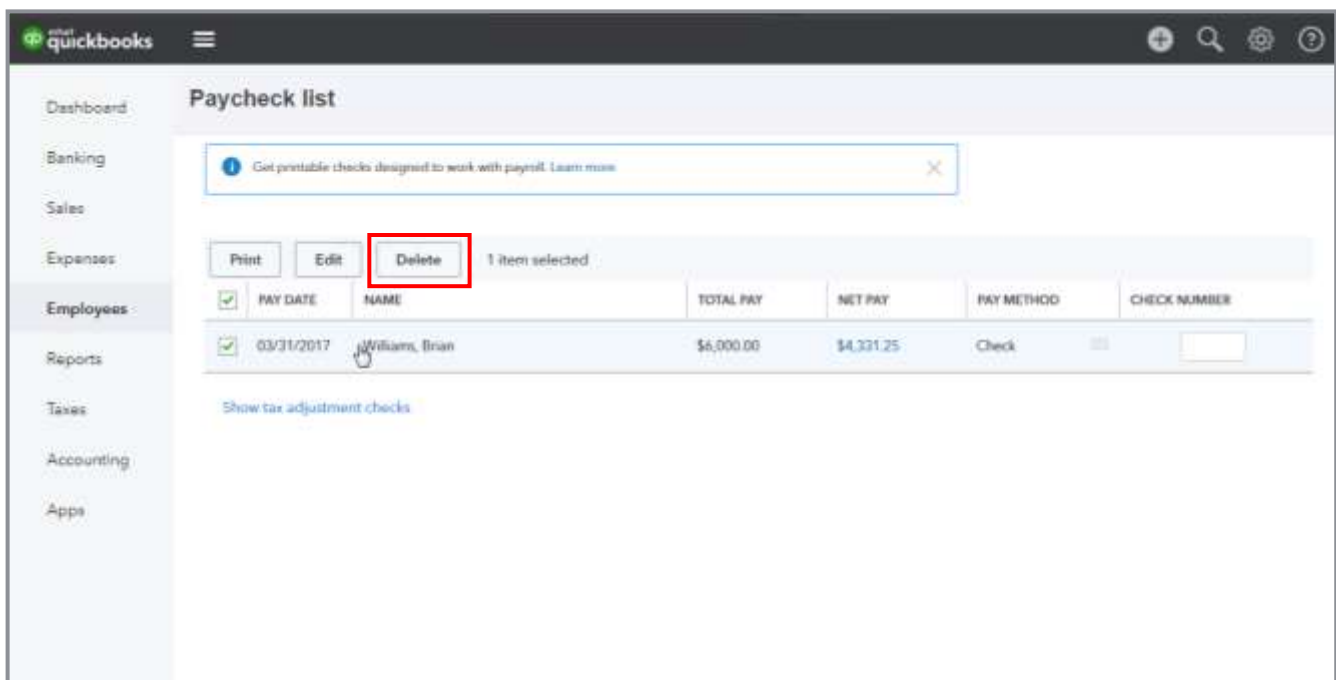
[Back](#) [Submit payroll](#)

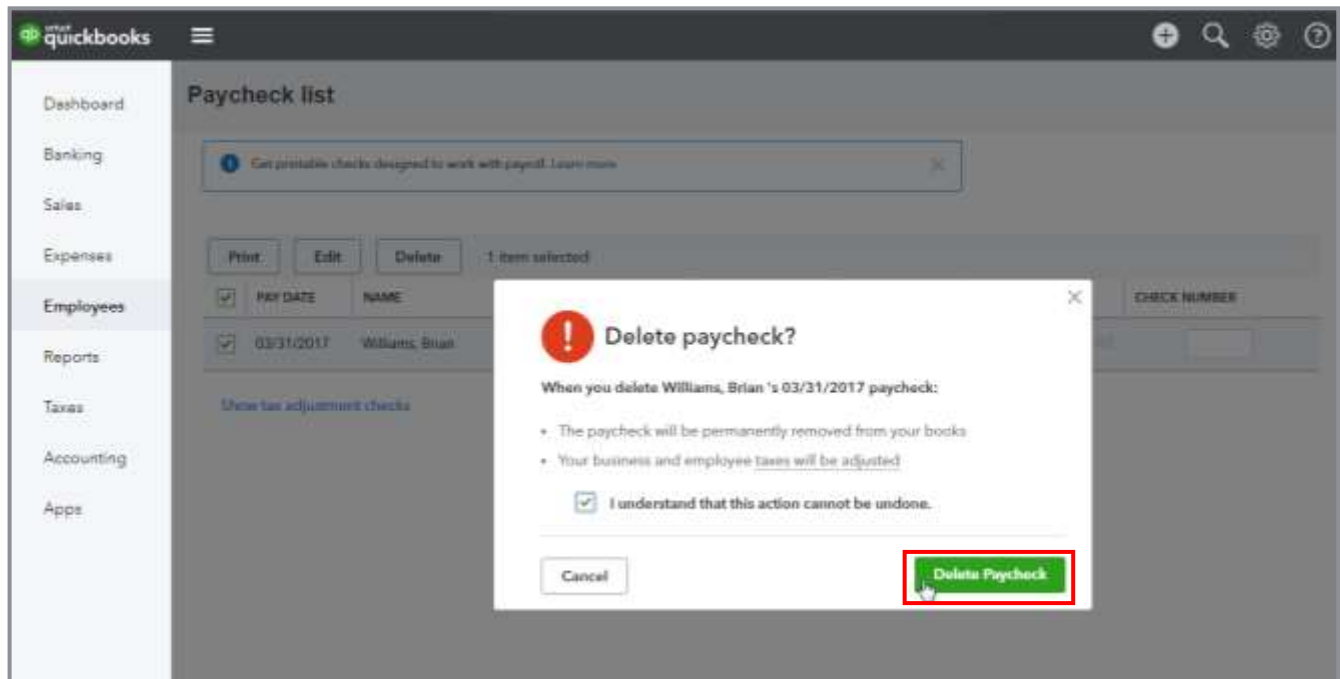


11. To delete the dummy paycheck, click the Paycheck list hyperlink in the Employee Center, just under the Run payroll button.

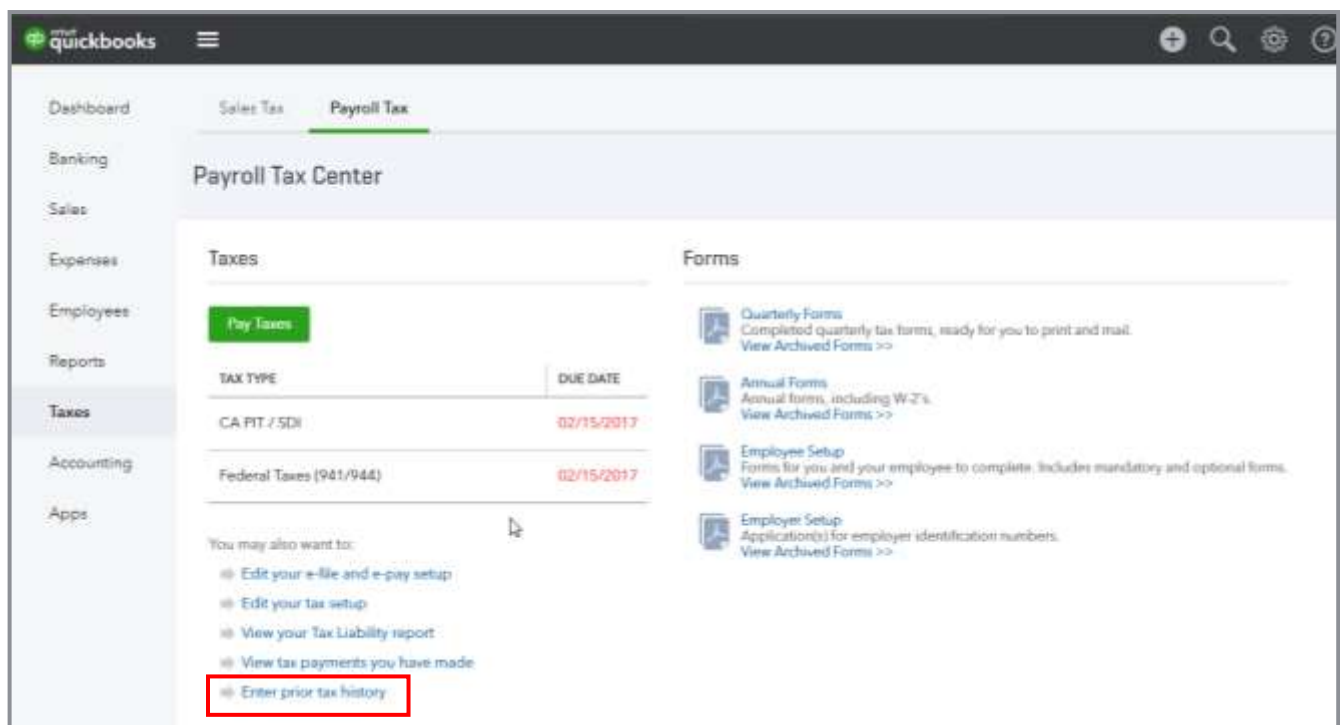


12. If you don't see a paycheck, use the drop-down list to change the date range to This year. Check the box of the row for that test paycheck then click the Delete button above the grid.





13. Enter tax payment history. This does not convert from QuickBooks Desktop. You will need to enter all tax payments for the current year. Navigate to Taxes → Payroll Tax tab. In the left Taxes section, click the hyperlink to Enter prior tax history. Then click the Add Payment button to add each tax payment already paid this calendar year.



The screenshot shows the QuickBooks Online interface. On the left is a navigation menu with options: Dashboard, Banking, Sales, Expenses, Employees, Reports, Taxes (highlighted), Accounting, and Apps. The main header has 'Sales Tax' and 'Payroll Tax' tabs, with 'Payroll Tax' selected. Below the header is the 'Prior Tax Payments' section. It includes a date range selector with 'Select year' dropdown, '01/01/2017' start date, 'to' separator, and '12/31/2017' end date, followed by an 'Update List' button. Below this is a table with columns: PAYMENT DATE, PAYMENT TYPE, PERIOD START DATE, PERIOD END DATE, AMOUNT, and DETAILS. To the right of the table, the 'Add Payment' button is highlighted with a red rectangular box.

The screenshot shows the 'Create Prior Tax Payment' form. At the top, there are 'Sales Tax' and 'Payroll Tax' tabs, with 'Payroll Tax' selected. The title 'Create Prior Tax Payment' is displayed. Below the title is instructional text: 'Enter tax payments (made in this year, but before you began using QuickBooks Online Payroll) one at a time. If necessary, select the tax type from the list. When the page refreshes, you can enter information about the payment you made and click the OK button. Enter payments as positive numbers and any tax credit as a negative number.'

The form contains the following fields:

- Tax Type: CA PIT / SDI (dropdown menu)
- Liability Period: 01/01/2017-03/31/2017 (dropdown menu)
- Payment Date*: (text input field)
- Check Number: (text input field with a check icon)
- Notes: (text input field)

Below these fields is a table for tax items:

TAX ITEM	AMOUNT
CA Income Tax*	0.00
CA State Disability Ins*	0.00
Total Check Amount	\$0.00

At the bottom right of the form are two buttons: 'Cancel' and 'OK'.

14. Navigate to the Employees Center to review the status of all employees paid this year. Click an employee row to view details. Click the pencil icon next to the Employment section to change the status from Active to Terminated as needed.

Terry Terminated

Pay | Profile | **Employment**

Employee ID

Status:

- Terminated
- Active
- Paid Leave of Absence
- Unpaid Leave of Absence
- Not On Payroll
- Terminated**
- Deceased

report with the state?

ated Form 1-9 in your files?

Termination date

04/11/2014 12/31/2014

Work location

123 Legal Main Str (CA)

Workers' comp class

Cancel Delete employee Done

15. Navigate to gear icon → Payroll Settings → Electronic Services → Start the setup or check the status of E-file and E-pay enrollment.

Preferences

Setup: Electronic Services | Pay Policies | Tax Setup | Deductions | Preferences

Electronic Services

Employer
Federal
State

Save time and eliminate paper when you do payroll! With Electronic Services you can:

- Electronically file and pay your payroll taxes: Federal
- Electronically file and pay your payroll taxes: State

Click **Start** and we'll help you enroll in Electronic Services for your company.

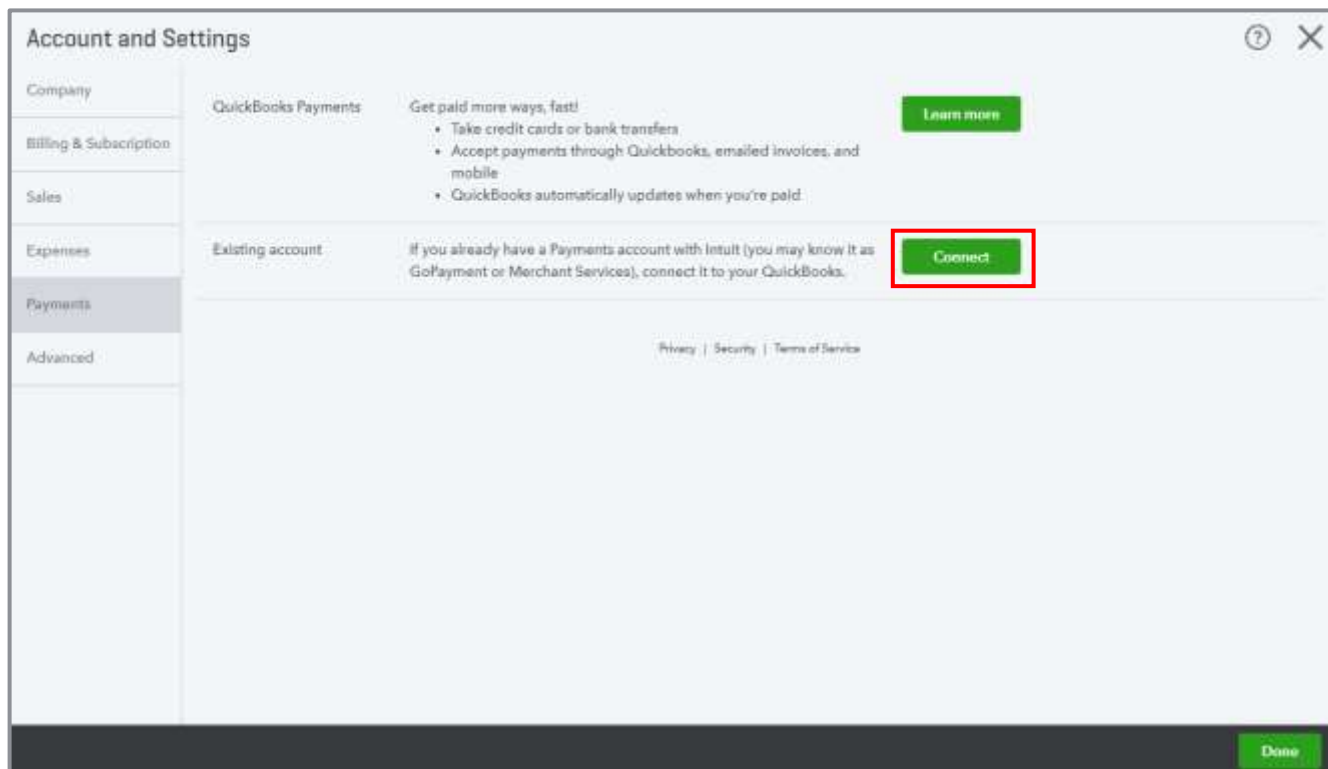
Start

Common Questions

- ▶ [What are Electronic Services?](#)
- ▶ [How does direct deposit work?](#)
- ▶ [Why does it take a little over a week to set up direct deposit?](#)
- ▶ [I already use EFTPS for federal tax payments. Should I also sign up for EFTPS through your service?](#)

Payments

When you convert from QuickBooks Desktop, the connection to QuickBooks Payments merchant services is not converted. You will need to connect an existing merchant account to your new QuickBooks Online company. From the gear icon → Account and Settings → Payments. Click Connect and follow the on-screen instructions. When the account has been successfully linked, you'll receive a confirmation message. Best results occur when the person performing this step is the Master Admin of the QuickBooks Online company and the merchant account.



Identify sales transactions that were previously: 1) scheduled to automatically take payment from the customer via Intuit's Merchant Service Center and 2) scheduled to be recorded via a recurring transaction in QuickBooks Desktop. Navigate to QuickBooks Online's recurring transaction list and add or edit each of these recurring sales transactions to make sure it is a sales receipt and to configure the payment schedule and payment method. At that frequency, QuickBooks Online will perform both functions – charge the credit card or bank account and book the transaction to the general ledger.

Sales Receipt

Monthly on day 15th of every 1 month(s) 02/01/2017 None

Billing address
Genevieve Design
109 Houston Avenue
Asheville, NC 27525

Sales Receipt no.

Payment method
Check
Consumer Checking: xxxxx4321
☒ I have authorization and would like to process this transaction

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX	CLASS
1	Case Management	Case Management	1	\$500	\$500.00		Jonathan Graham
2							

Subtotal \$500.00

Taxable subtotal

Select a sales tax rate

Cancel Revert Customize Save template

When scheduling a recurring transaction in QuickBooks Online that will charge a customer, if you use the Days in advance option, the charge to the customer will process on that advance date, not on the transaction date. For example, a sales receipt that is scheduled to post to the general ledger at an interval of the 15th of each month, if created 10 days in advance, will process the payment and move money and post the transaction on the 5th of each month – and the transaction in the general ledger will be dated the 15th.

Sales Receipt

Recurring Sales Receipt
Next Date: 03/15/2017

Template name: Monthly sale - Genevieve Design Type: Scheduled **Create 10 days in advance**

Customer: Genevieve Design Email: tina@genevivedesign.com Options: ☐ Automatically send emails, ☐ Print later

Interval: Monthly on day 15th of every 1 month(s) Start date: 02/01/2017 End: None

Billing address: Genevieve Design, 109 Houston Avenue, Asheville, NC, 97335 Sales Receipt no.:

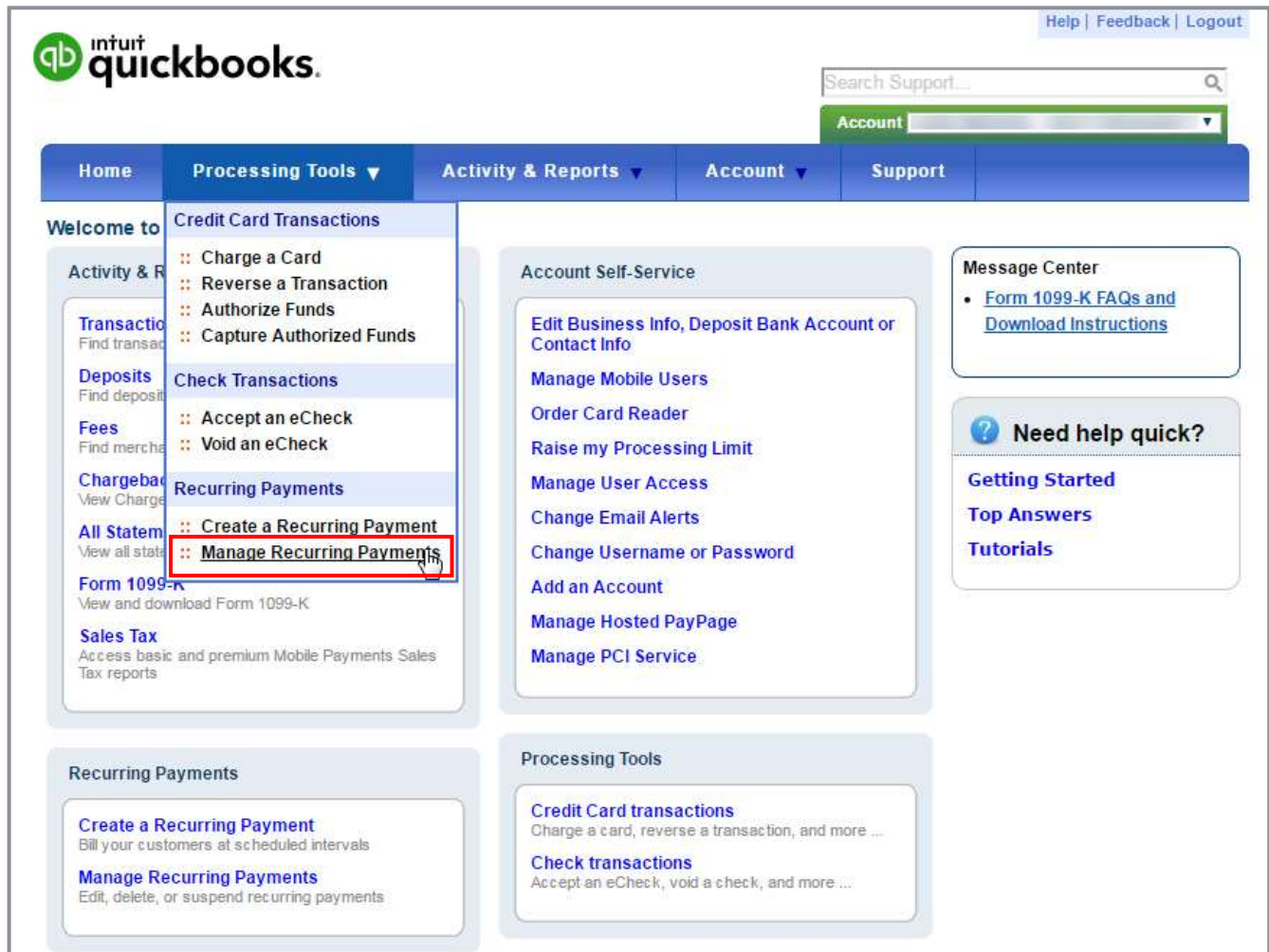
Payment method: Check Reference no.:

Consumer Checking: xxxxx4321

☒ I have authorization and would like to process this transaction

Cancel Revert Customize **Save template**

Next, log in to Intuit's Merchant Service Center and navigate to the list of recurring payments. Delete each recurring payment you configured in QuickBooks Online from the Merchant Service Center so you do not process duplicate charges to your customers.



If you want QuickBooks Payments' support team to help you get set up, or if you have trouble connecting the merchant service account to QuickBooks Online, or need assistance deleting recurring payments in the Intuit Merchant Service Center, contact the QuickBooks Payments team at 800-558-9558.

Topic 3: Beginning Balances

Businesses not converting their accounting data file from QuickBooks Desktop can start QuickBooks Online for an existing business by importing lists and entering beginning balances. These businesses may be using other accounting software, no accounting software, or possibly using QuickBooks Desktop but don't want to convert the data file.

LISTS

Existing businesses have lists of accounts, products and services, customers and vendors. Just because you're not converting an existing QuickBooks Desktop file to QuickBooks Online doesn't mean you have to manually enter your lists. There are two options for importing lists only into QuickBooks Online. In both cases, you'll want to clean up these lists before importing them.

Import Lists from Microsoft Excel® or CSV

Importing an Excel/CSV file works well for companies that do not have accounting data already in a QuickBooks Desktop file. You import one list at a time. Imported lists do not replace data already in QuickBooks Online. The import tool adds new records.

Import Customers

1 UPLOAD 2 MAP DATA 3 IMPORT

26 records are ready to be imported

NAME	COMPANY	EMAIL	PHONE	STREET	OPENING BALANCE
Amy's Bird Sanctuary	Amy's Bird Sanctuary	Birds@Intuit.com	(650) 555-3311	4581 Finch St., Bayside	239.00
BIF's Windsurf Shop	BIF's Windsurf Shop	Surf@Intuit.com	(415) 444-6538	12 Ocean Dr., Half Moon	85.00
Crazy Cats	Crazy Cats	Cool_Cats@Intuit.com	(415) 555-9933	45 Ocean Dr., Half Moon	0.00
Dancing Bears	Dancing Bears	Diego@Rodriguez.com	(650) 555-4477	321 Channing, Palo Alto	0.00
Fera Fire	Fera Fire	Dukes_hball@Intuit.com	(520) 420-5638	25 Court St., Tucson, AZ	0.00
Marshall Falls	Marshall Falls				0.00

Back Import

If the name already exists in the list, the import tool will identify these duplicates and ask you to change the name or clear the box to not import them. *The Products and Services list is an exception to this rule as you will learn that you can select to overwrite and update items in the list.*



Step-by-Step: Excel or CSV Upload

1. From the gear icon select Import Data.
2. Click the name of the list you want to import.
3. Download the sample file to see what can be imported and to use as your mapping template. The proper field names are already created on the first row in this file.

5. Delete the sample data and highlighted notes.

	A	B	C	D	E	F	G	H	I	J
1	Name	Company	Customer Type	Email	Phone	Mobile	Fax	Website	Street	City
2	Byran Tublin	RDP Inc.	Wholesale Trade	iloveQBO@hotmail.com	555-3553	555-355-1234	555-3556	http://www.rdpinc.com	123 Accounting Lane	San F
3	Adam Saracino	Innovate LLC		Bigtimer@gmail.com	555-3556	555-355-2345	555-3557	http://www.innovate.com	45 Chart of Accounts Rd.	Seattl
4	Kristen Berman	Heavyinvolver LLC	Retail Trade	Startupright@billingmanager.com	555-3557	555-355-3456	555-3558	http://www.heavyinv.com	67 Invoiceome	Antio
5	Aaron E Berhanu	Maple Leaf Inc.		Theboss@yahoo.com	555-3558	555-355-4567	555-3559	http://www.mapleleaf.com	6789 Expensereport	Chica
6	Tommy Leap	TimeCatcher LLC	Retail Trade	Timeismoney@aol.com	555-3559	555-355-5678	555-3560	http://www.timecat.com	56 Money	Nashv
7	Nicholas Anderson	MountainMan Inc.	Wholesale Trade	Upforstuff@gmail.com	555-3560	555-356-6789	555-3561	http://www.mountainman.com	689 Billit	Knox
8	Jennie Tan		Construction	Simplecity@aol.com	555-3561	555-356-7890	555-3562	http://www.wordsm.com	89 salesreport	Dakla
9	Bridget O'Brien			QBCrocks@yahoo.com	555-3562	555-356-8901	555-3563	http://www.customers.com	4890 easy	Portl
10	Jon D Fasoli			Accountantsarefunpeopleto@yahoo.com	555-3563	555-356-9012	555-3564	http://www.accountants.com	123 Accounts Recievable Miam	
11										
12	All data is for sample									
13										
14										
15										
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30										
31										
32										
33										
34										

6. Enter or paste your list information into the appropriate column.

7. Save.

8. On the Upload screen, follow instructions to Browse and locate the file you want to upload. Next.

The screenshot shows a dialog box titled "Import Customers" with a progress bar at the top. The progress bar has three steps: 1. UPLOAD (active), 2. MAP DATA, and 3. IMPORT. Below the progress bar, the text "Select a CSV or Excel file to upload" is displayed. Underneath, there is a text input field containing "QuickBooks_Online_Customer_Sample_File_for_up" and a "Browse" button highlighted with a red rectangle. Below the input field is a link that says "Download a sample file". At the bottom left is a "Cancel" button, and at the bottom right is a "Next" button highlighted with a red rectangle.

9. On the Map Data screen, approve the field matches between QuickBooks Online and your data file, which should be automated since you copied the sample file and used those headers for your field names. Next.

The screenshot shows the 'Import Customers' window with three steps: 1. UPLOAD, 2. MAP DATA (active), and 3. IMPORT. A table lists the mapping of fields between QuickBooks Online and the user's data file. All fields match, and each match is confirmed with a green checkmark. At the bottom right, the 'Next' button is highlighted with a red box.

QUICKBOOKS ONLINE FIELD	YOUR FIELD	
Name	Name	✓
Company	Company	✓
Email	Email	✓
Phone	Phone	✓
Mobile	Mobile	✓
Fax	Fax	✓
Website	Website	✓
Street	Street	✓
City	City	✓
State	State	✓

Back Next

11. On the Import Screen make any adjustments needed.

The screenshot shows the 'Import Customers' interface. At the top, there are three steps: 1. UPLOAD, 2. MAP DATA, and 3. IMPORT (highlighted in green). Below the steps, it says '9 records are ready to be imported' with a search filter 'Filter by name'. A table of customer records is displayed, with columns for NAME, COMPANY, EMAIL, PHONE, MOBILE, FAX, WEBSITE, STREET, CITY, STATE, ZIP, COUNTRY, OPENING SA, and OPENING BA. The 'Import' button at the bottom right is highlighted in red.

	NAME	COMPANY	EMAIL	PHONE	MOBILE	FAX	WEBSITE	STREET	CITY	STATE	ZIP	COUNTRY	OPENING SA	OPENING BA
☒	Byron T.	BDP Inc.	iloveQB	555-555	555-555	555-555	http://w	123 Acc	San Fran	CA	12345	United S	234000	1988-12
☒	Adam S.	Innovate	Bigtime	555-555	555-555	555-555	http://w	45 Chen	Seattle	WA	12345	United S	-1000.E	2015-09
☒	Kristen I.	Heavyin	Starfupr	555-555	555-555	555-555	http://w	67 Invol	Antioch	IL	12345	United S	235788	2015-09
☒	Aaron E.	Maple L.	Theboss	555-555	555-555	555-555	http://w	6789 Ex	Chicago	IL	12345	United S	1234	2015-09
☒	Tummy I.	TimeCat	Timeism	555-555	555-555	555-555	http://w	56 Mon	Nashvill	TN	12345	United S	-123456	2015-09
☒	Nichole	Mountai	Upfords	555-555	555-555	555-555	http://w	689 Bill	Knowell	TN	12345	United S	10999	2015-09

If importing customer and vendor lists:

- The address, city, state and ZIP are separate fields. If your list of existing customers or vendors is coming from QuickBooks Desktop, the address may be all in one field. You will need to break this data into separate fields for each record.
- It is suggested you clear the opening balance and opening balance date fields. Otherwise, upon import, QuickBooks Online will create an invoice for the customer or bill for the vendor for the opening balance amount, invoices posting to AR and income or bills posting to AP and other expense accounts. It is preferred that customers and vendors are imported first, then the individual transactions that make up the balance due be entered using the proper items or account details.

Import Customers

1 UPLOAD 2 MAP DATA 3 IMPORT

9 records are ready to be imported

	NAME	COMPANY	EMAIL	PHONE	MOBILE	FAX	WEBSITE	STREET	CITY	STATE	ZIP	COUNTRY	OPENING BA	OPENING BA
☒	Byron T.	RDP Inc.	RevaQB	555-555	555-555	555-555	http://w	123 Acc	San Fran	CA	12345	United S		
☒	Adam S.	IronVite	Bigtime	555-555	555-555	555-555	http://w	45 Char	Seattle	WA	12345	United S		
☒	Kristen E.	HeavyIn	Startup	555-555	555-555	555-555	http://w	57 Inval	Antioch	IL	12345	United S		
☒	Aaron E.	Maple L.	TheBoss	555-555	555-555	555-555	http://w	6789 Ex	Chicago	IL	12345	United S		
☒	Bunny I.	TameCat	TimeLam	555-555	555-555	555-555	http://w	56 Moni	Nashvill	TN	12345	United S		
☒	Nicholas	Mountai	Upforest	555-555	555-555	555-555	http://w	589 888	Knoxvill	TN	12345	United S		

Back Import

- If importing accounts, the account type and detail type must match QuickBooks Online's pre-defined options for each field. If you don't enter this information on your Excel spreadsheet, you can upload the account names to QuickBooks Online then select the account type and detail type from a drop-down field on the Import screen. Account names have a maximum of 100 characters, including alphanumeric and special, but cannot contain a colon.

The screenshot shows the 'Import Accounts' interface in QuickBooks Online. It features a progress bar at the top with three steps: 1. UPLOAD, 2. MAP DATA, and 3. IMPORT. Below the progress bar, it states '4 records are ready to be imported' and provides a search filter 'Filter by name'. The main table lists the accounts with columns for ACCOUNT NUMBER, ACCOUNT NAME, TYPE, and DETAIL TYPE. The DETAIL TYPE dropdown menu is open, showing a list of options: Enter text, Checking (highlighted), Savings, Money Market, Cash on hand, Trust account, and Rents Held in Trust. At the bottom, there are 'Back' and 'Import' buttons.

ACCOUNT NUMBER	ACCOUNT NAME	TYPE	DETAIL TYPE
112720	Checking Account - Bank	Bank	Enter text
	Money Market - First Natl	Bank	Checking
410790	Product Sales Revenue	Income	Savings
500780	Cost of Materials	Cost of Goods Sold	Money Market

If importing products and services:

- Be sure to properly select or deselect products and services as single- or double-sided items by checking or unchecking the boxes in the Sell and Buy columns on the Import screen after you upload the data file before importing it
- Be sure to properly select the type: Service or Non-inventory. You must uncheck the box Track in order to be able to select type Service or Non-inventory. We'll learn more about importing inventory later in this module associated to entering beginning balances.
- If there is no matching name in the existing list the new items will be added. If there is a matching name, you can check the box Overwrite all values for each product or service that you import with the identical name. (**This can't be undone.**)

Import Products and Services

1 UPLOAD 2 MAP DATA 3 IMPORT

7 records are ready to be imported

SELL	BUY	TRACK	NAME	SKU	TYPE	SALES DESC	SALES PRICE/RATE	TAXABLE	INCOME ACCT	PURCHASE DESC	PURCHASE COST	EXPENSE ACCT
☒	☐	☐	Design		Serv	Custom l	150.00	No	Serv			Purch
☒	☒	☐	Fountain	341253	Non-inventory	Garden n	275.00	Yes	Serv	Rock fount	150.00	Purch
☒	☐	☐	Garden n		Service	Weekly g	75.00	No	Serv			Purch
☒	☒	☒	Garden s	142563	Non-inventory	Garden n	75.00	Yes	Sale	Garden roc	50.00	Cost
☒	☒	☐	Garden s	143532	Non	Garden s	20.00	Yes	Serv	Garden soil	15.00	Purch
☒	☐	☐	Trimming		Serv	Tree and	50.00	No	Serv			Purch

☐ Overwrite all values for each product or service that you import with the identical name. (This can't be undone.)

Back Import

- Any records/rows that have no data in the other columns will be ignored.

12. Click Import.

If any of the records do not import, you will be notified and given the opportunity to correct it and re-import.

Import Customers

1 UPLOAD 2 MAP DATA 3 IMPORT

24 of 26 customers successfully imported.
The following 2 customers could not be imported because they're duplicates. Please change the highlighted fields if you wish to re-import them or clear the boxes for the ones you don't. Then click Import.

Filter by name:

NAME	COMPANY	EMAIL	PHONE	STREET	OPENING BALANCE
Amy's Bird Sanctuary	Amy's Bird Sanctuary	Birds@intuit.com	(650) 555-3311	4581 Finch St., Bayshore,	239.00
Bill's Windsurf Shop	Bill's Windsurf Shop	Surf@intuit.com	(415) 444-6538	12 Ocean Dr., Half Moon	85.00

Back Import

The QuickBooks Online sample company file can be used to test this import tool. Your data is not saved when you exit the QuickBooks Online sample company.

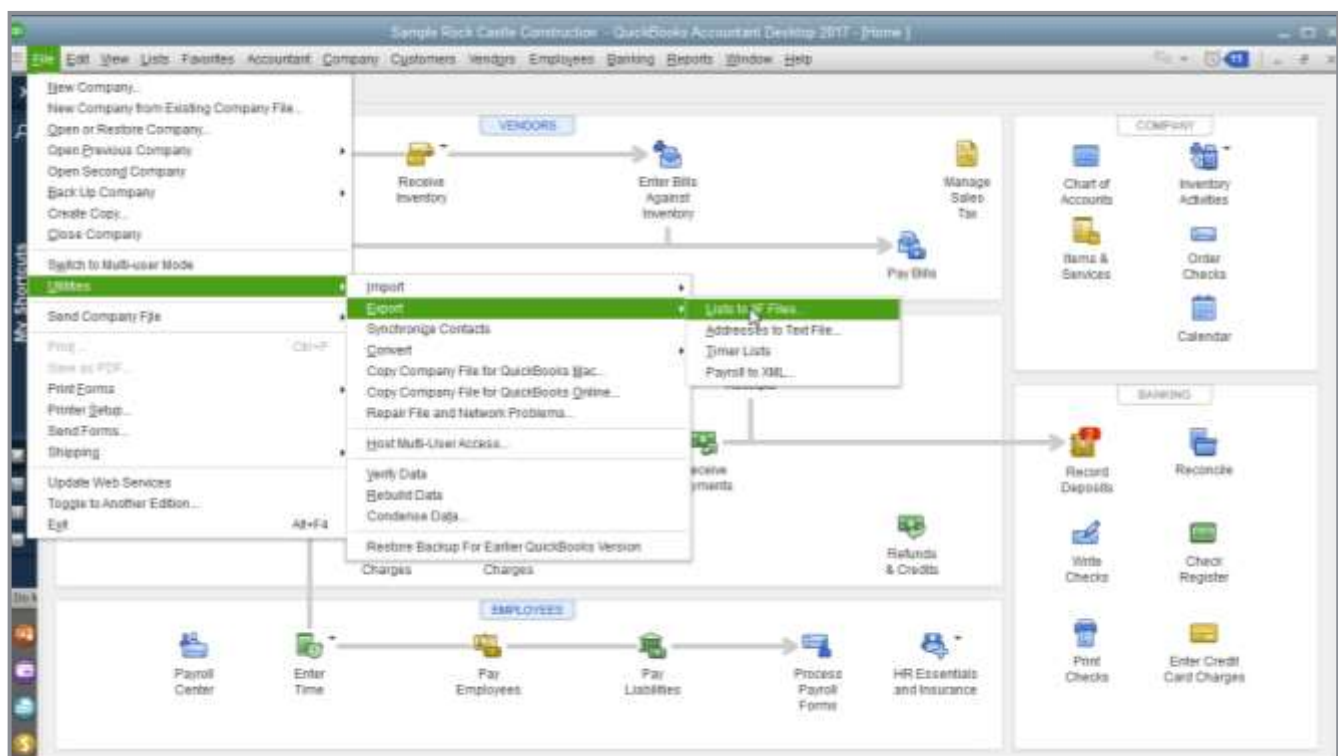
Convert IIF File

This method works well for businesses that have an existing QuickBooks Desktop file and have chosen not to convert the historical transactional data but do want to convert the lists. This eliminates the need to specify account types and detail types and break up customer and vendor city, state and ZIP address fields. This technique converts all lists at the same time.

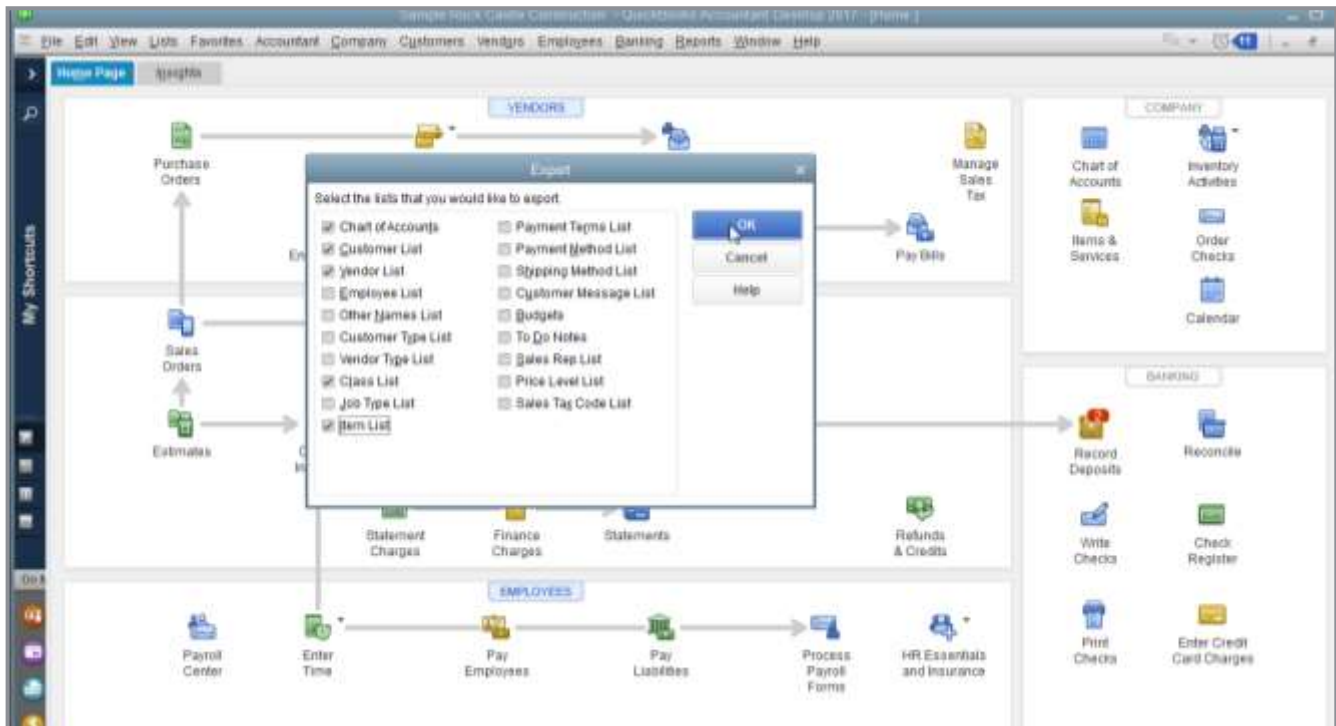


Step-by-Step: IIF to QuickBooks Desktop Conversion

1. In QuickBooks Desktop select File → Utilities → Export → Lists to IIF Files...

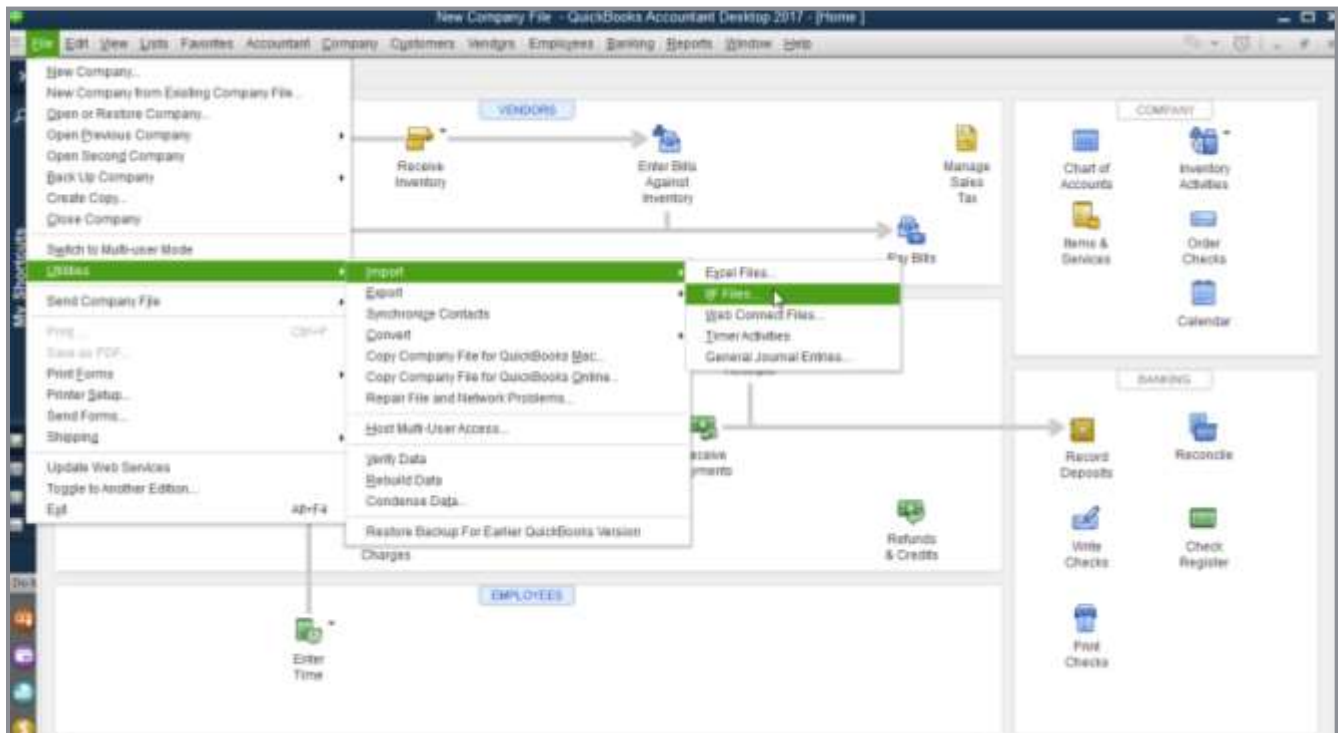


2. Select the lists you want to export from QuickBooks Desktop to IIF. Not all of these lists will convert to QuickBooks Online. Give the export file a name and save it. (Remember the folder where you saved it.)

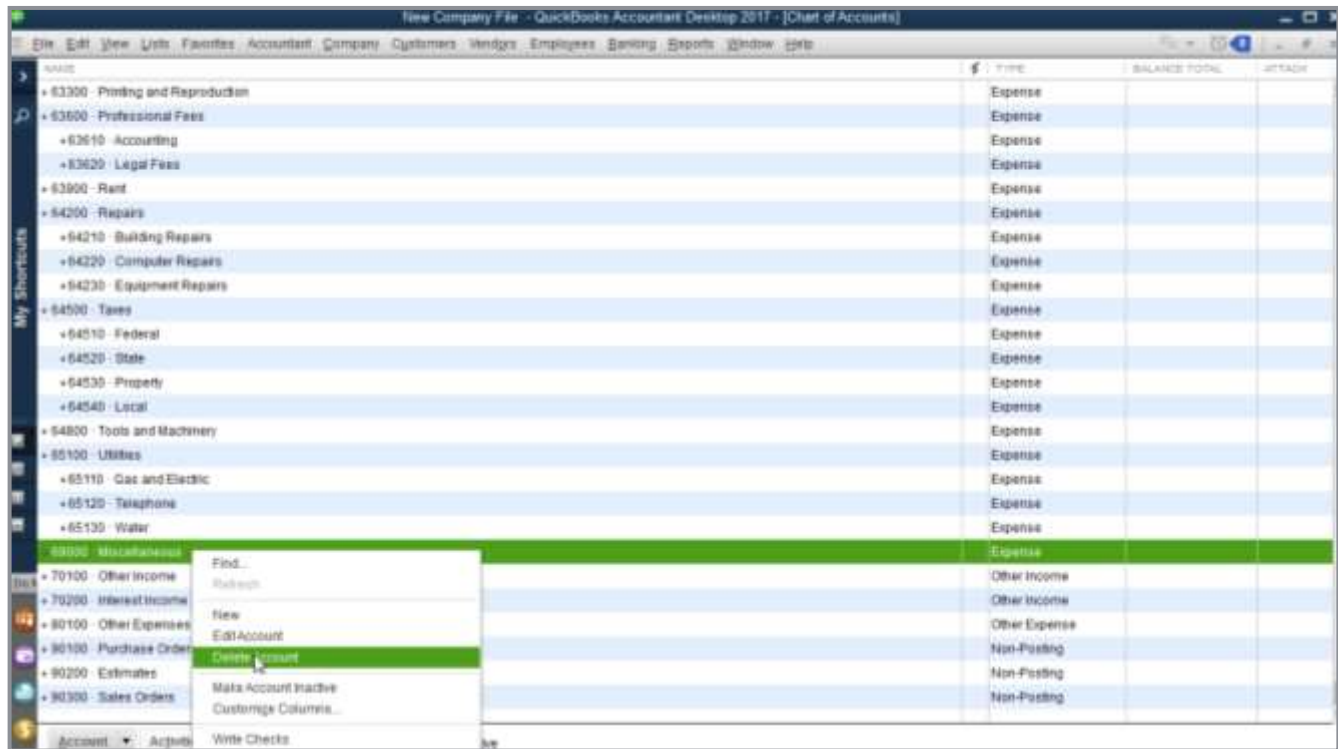


3. Create a new QuickBooks Desktop company data file (from scratch or from existing company file).

4. In the new QuickBooks Desktop data file select File → Utilities → Import → IIF Files. Now you have a QuickBooks desktop file with lists and no transactions.



- Review all lists and delete any names you do not want to import to QuickBooks Online. Inactive names will import to QuickBooks Online as inactive. Deleted names will not import.



- Convert QuickBooks Desktop file to QuickBooks Online. Remember that this will replace all data in QuickBooks Online, so do this *before* entering beginning balances or other information into QuickBooks Online.

BALANCES

Existing businesses that decide to start using QuickBooks Online by entering beginning balances instead of importing historical data, will need to gather pertinent information, record beginning balances, and record any other open posting and non-posting information needed in QuickBooks Online as of the start date.

Gather Balances

To ensure the opening balances are correct you will need the following:

- Trial balance – Determine the start date for the new QuickBooks Online company. Obtain the trial balance for the prior period.
- Open transactions – Compile all outstanding transactions that haven't been reconciled, including checks, deposits, credit card charges and credit card credits. Gather all open accruals that haven't been paid, including accounts receivable, accounts payable and sales tax payable.
- Inventory detail – Gather all information about inventory items, including quantity on hand, sales price, taxable status and cost
- Unbilled billable time and charges – Assemble a list of time and charges that are billable to customers who have not yet been billed and are not included in the lists above of open checks/deposits or open AR/AP

If the prior period's ending balances which are being used as the beginning balances for the QuickBooks Online start date were year-end, be sure the adjusting entries were recorded in the old accounting system to match the tax return, less any non-book adjustments, before using the year-end trial balance to record the new beginning balances in QuickBooks Online. If the conversion is mid-year, then enter month-end balances for income and expense in order to run comparative trend reports to these periods in the future. Be sure to keep a copy of the detailed transactions for these monthly balances for supporting documentation.



Step-by-Step: Enter Balances

The overview of the procedure is that you will post a series of transactions with offsetting amounts to the Opening Balance Equity account. The Opening Balance Equity account acts as a clearing account and must end with a zero balance.

1. Use a journal entry transaction to enter the balance sheet balances, dated the chosen start date.
 - For bank accounts, enter the *bank's* ending balance (per the online banking site or per the bank statement) as of the prior period
 - Post prior year retained earnings and prior year net income to the Owners Equity or Retained Earnings account
 - Exclude accounts receivable, accounts payable, inventory, sales tax payable and payroll taxes payable as these will be entered in a later step
 - Use the Opening Balance Equity account as the offset account

Journal Entry #1

Journal date: 01/01/2017 ← start date

Journal no.: 1

#	ACCOUNT	DEBITS	CREDITS	DESCRIPTION	NAME
1	Checking	34,998.62		Opening Balance	
2	Savings	18,076.00		Opening Balance	
3	Prepaid Expenses	594.74		Opening Balance	
4	Truck:Original Cost	12,495.00		Opening Balance	
5	Notes Payable		25,000.00	Opening Balance	
6	Loan Payable		4,000.00	Opening Balance	
7	Retained Earnings		408.50	Opening Balance	
8	Opening Balance Equity	408.50		Opening Balance	
9					

Off-set to OBE

Cancel Reverse Make recurring More Save Save and now

2. Enter outstanding checks and deposits as the original dates and amounts using the proper check or deposit transaction type.
 - Select the proper bank account for the outstanding transaction and post these transactions to the Opening Balance Equity account, since you have already recorded the income and expense for the prior year to the retained earning account in the previous step
 - These transactions will net with the bank balance you entered in step 1's journal entry to arrive at the prior period's ending book/register balance

Check #109

Mahoney Mugs Checking Balance \$26,199.62

AMOUNT \$18.08

Mailing address: Mahoney Mugs

Payment date: 12/20/2016 ← original date

Check no.: 100

☐ Print later

▼ Account details

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER
1	Opening Balance Equity	Office Supplies	18.08			
2						

Add lines Clear all lines

Opening Balance Equity

► Item details

Memo

Total \$18.08

Cancel Clear Print check Order checks Make recurring More Save and new

3. Enter open accounts receivable transactions with the original dates and amounts using an invoice transaction.
 - If accrual basis, add an item to your Products and Services list named Beginning Balance (or similar) that posts to the Opening Balance Equity account to offset any duplicate sales you are now recording against the retained earnings you posted to Opening Balance Equity in step 1
 - If cash basis, recreate the original transaction using your regular list of Products and Services items that post to income accounts, so once payment is received, income will be reported appropriately

Invoice #1038

Red Rock Diner | cjbweb@samplecompany@yahoo.com

Send later | Go Rec

BALANCE DUE: \$156.00

Receive payment

Billing address: Stephanie Martini, Red Rock Diner, 500 Red Rock Rd., Bayshore, CA 94326

Terms: Net 30

Invoice date: 11/09/2016 (original date)

Due date: 12/09/2016

Cre #

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1	Beginning Balance	to off-set prior year income already recorded to Retained Earnings in step #1 journal entry	1	156	156.00	
2						

Add lines | Clear all lines | Add subtotal

Subtotal: \$156.00

Message displayed on invoice: Thank you for your business and have a great day!

Taxable subtotal: \$0.00

Select a sales tax rate: 0.00

Cancel | Print or Preview | Make recurring | Customize | More | Save | Save and send

4. Enter open accounts payable transactions with the original dates and amounts using a bill transaction.
- If accrual basis, post the bill to Opening Balance Equity to offset any duplicate purchases you are now recording against the retained earnings you posted to Opening Balance Equity in step 1's journal entry
 - If cash basis, recreate the original transaction using your items or accounts so once payment is made, the expenditure will be reported appropriately

Bill #2584689

Robertson & Associates

BALANCE DUE
\$315.00
Make payment

Mailing address: Jenny Robertson, Robertson & Associates, P.O. Box 147, Sanborn, CA 94328

Terms: [blank] Bill date: 12/25/2016 Due date: 12/25/2016 Bill no.: 2584689

original date

Account details

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER
1	Opening Balance Equity	to off-set prior year expenses already recorded to Retained Earnings in step #1 journal entry	315.00			

post to OBE

Item details

Memo: [blank] Total: \$315.00

Cancel Make recurring More Save Save and new

5. Enter open non-posting activity, such as estimates and purchase orders that you want to reference or link to future sales and purchase forms.

The screenshot shows a 'Purchase Order' form. At the top left, there is a dropdown menu for 'Tim Philip Masonry' and an email field 'tim.philip@timphilipmasonry.com'. Below this is a yellow 'Open' button with a red box around it. To the right, the total amount '\$125.00' is displayed. In the center, there is a 'Purchase-Order date' field containing '12/10/2016', which is also circled in red with an arrow pointing to it from the text 'original date'. Below the date field are fields for 'Ship to', 'Shipping address', 'Crew #', and 'Sales Rep'. The 'Shipping address' field contains 'Craig's Design and Landscaping Services, 123 Sierra Way, San Pablo, CA, 94999'. Below these fields are sections for 'Account details' and 'Item details'. The 'Item details' section contains a table with two rows. The first row has columns for '#', 'PRODUCT/SERVICE', 'DESCRIPTION', 'QTY', 'RATE', 'AMOUNT', and 'CUSTOMER'. The second row has values '1', 'Design:Fountains:Rock Founte', 'Rock Fountain', '1', '125', '125.00', and an empty 'CUSTOMER' field. At the bottom of the form are buttons for 'Cancel', 'Clear', 'Print', 'Make recurring', 'Save', and 'Save and send'.

Purchase Order

Tim Philip Masonry | tim.philip@timphilipmasonry.com

Open

\$125.00

original date

Purchase-Order date: 12/10/2016

Ship to: Select customer for address

Shipping address: Craig's Design and Landscaping Services, 123 Sierra Way, San Pablo, CA, 94999

Crew #

Sales Rep

Account details

Item details

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	CUSTOMER
1	Design:Fountains:Rock Founte	Rock Fountain	1	125	125.00	
2						

Buttons: Add lines, Clear all lines, Cancel, Clear, Print, Make recurring, Save, Save and send

6. Enter unbilled billable time activity using the Single or Weekly Timesheet. These time entries are non-posting and are not recorded to the general ledger but will be available for pulling on to customer invoices. Use the original dates the work was performed and original hours and mark as billable.

Time Activity

Name: John Johnson

Date: 12/30/2016

Time: 5:00

Description: Custom Design

Customer: Amy's Bird Sanctuary

Service: Design/Design

Bill at \$ 75.00 per hour

Summary: 3 hours at \$75.00 per hour = \$375.00

☒ Billable

☐ Taxable

☐ Enter Start and End Times

original date

Cancel Save Save and new

7. Enter unbilled billable charges using the Delayed Charge screen. Like the time entry activities, these non-posting charges are not recorded to the general ledger but will be available for pulling onto customer invoices. Use the original dates the expense was incurred and original amount and mark as billable.

Delayed Charge #1

Video Games by Dan

AMOUNT
\$300.00

Delayed Charge Date
12/28/2016 ← original date

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1	Landscaping:Gardening	Weekly Gardening Service	1	50	300.00	
2						

Add lines Clear all lines

Memo

Total \$300.00

Attachments Maximum size: 25MB

Drag/Drop files here or click the icon

Cancel Make recurring More Save and close

8. Enter mid-year income and expenses if applicable. Even if you are entering beginning balances for the end of a year, the business may still want to be able to run historical comparative reports by month. Use a journal entry dated for each month to record the total of that month's P&L account activity, with offsetting amounts to the Retained Earnings account, so you don't duplicate the income and expense you already posted to retained earnings in step 1.

Journal Entry #2

Journal date: 01/31/2016 Journal no.: 2

#	ACCOUNT	DEBITS	CREDITS	DESCRIPTION	NAME
1	Design Income		975.00	to record previous year income / expense for January	
2	Landscaping Services		475.00	to record previous year income / expense for January	
3	Pest Control Services		70.00	to record previous year income / expense for January	
4	Advertising	62.01		to record previous year income / expense for January	
5	Equipment Rental	112.00		to record previous year income / expense for January	
6	Insurance	241.23		to record previous year income / expense for January	
7	Legal & Professional Fees	250.00		to record previous year income / expense for January	
8	Rent or Lease	700.00		to record previous year income / expense for January	
9	Retained Earnings	154.76		to record previous year income / expense for January	
10					
Total		1,520.00	1,520.00		

offset against Retained Earnings

Buttons: Cancel, Reverse, Make recurring, More, Save, Save and close

9. Adjust sales tax payable and payroll taxes payable as needed.

Sales Receipt

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1	Beginning Balance	to record sales tax accrual to Sales Tax Center and Taxable Sales reports	1	5,200	\$5,200.00	✓
2	Beginning Balance	reverse revenue posted on line #1 above	-1	5,200	-\$5,200.00	
3	Undeposited Funds	reverse payment posted on line #1 above	-1	416	-\$416.00	
4						
5						

Add lines Clear all lines

Subtotal \$-416.00

Message displayed on sales receipt:
Thank you for your business and have a great day!

Memo:

Record accrual to Sales Tax Center via sales form

Taxable subtotal \$5,200.00

California 8% 416.00

Discount percent \$0.00

Total \$0.00

Amount received \$0.00

Balance due \$0.00

Attachments Maximum size: 25MB

Cancel Clear Print or Preview Make recurring Customize Save Save and send

10. Add inventory.

- Record inventory balances by adding each new product to the Products and Services list. Select item type Inventory. For each product, enter descriptive information, but especially the initial quantity on hand, the as of date and cost. As you save each new product in the list, QuickBooks Online will multiply the quantity and the cost and post that amount as a debit to Inventory Asset and a credit to Opening Balance Equity on the date you specified.

Product/Service information

Inventory [Change type](#)

Name*
Widget

SKU
504

Category
Choose a category

Initial quantity on hand* 5

As of date* 01/01/2017
[What's the as of date?](#)

Reorder point
[What's the reorder point?](#)

Inventory asset account
Inventory Asset

Sales information
[Description on sales forms](#)

Sales price/rate
Income account
Sales of Product Income

☒ is taxable

Purchasing information
[Description on purchase forms](#)

Cost 25.00
Expense account
Cost of Goods Sold

- If there are many products, you may choose to import inventory items and beginning balances using QuickBooks Online's import tool. We cover that in the next section.
- You may also import inventory items and balances using a third party inventory app with integration to QuickBooks Online. Click on the App Center from the left side navigation bar in QuickBooks Online or visit www.Apps.com to learn more about inventory apps and determine how they integrate with QuickBooks Online. It is suggested you contact the app's support team to ask how the particular app records beginning balances in QuickBooks Online for existing inventory balances.

11. Verify the Opening Balance Equity account is zero. If it is not zero, explore the balance sheet to confirm that all other beginning account balances are proper and determine which component in the Opening Balance Equity account is not washing properly. You may need to adjust duplicate retained earnings or reclassify to other equity accounts.

Craig's Design and Landscaping Services						
TRANSACTION REPORT						
January 1, 2016 - January 1, 2017						
DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
+ Opening Balance Equity						
01/31/2016	Sales Receipt	1039	Cool Cars	reverse revenue posted on lin...	Opening Balance Eq...	-5,200.00
01/31/2016	Sales Receipt	1039	Cool Cars	to record sales tax accrual to ...	Opening Balance Eq...	5,200.00
11/09/2016	Invoice	1038	Red Rock Diner	to off-set prior year income al...	Opening Balance Eq...	156.00
12/20/2016	Check	109	Mahoney Mugs	Office Supplies	Opening Balance Eq...	-18.08
12/25/2016	Bill	2584689	Robertson & Associa...	to off-set prior year expenses ...	Opening Balance Eq...	-315.00
01/01/2017	Journal Entry	1		Opening Balance	Opening Balance Eq...	-408.50
01/01/2017	Inventory Starting Va...	START		Prize Widget - Opening inven...	Opening Balance Eq...	460.58
01/01/2017	Inventory Starting Va...	START		Widget - Opening inventory a...	Opening Balance Eq...	125.00
Total for Opening Balance Equity						\$0.00
TOTAL						\$0.00

OBE = \$0.00 →

Once your balances have been entered and verified, you can then continue setting up the QuickBooks Online company. Connect bank and credit card accounts to online banking. If the initial sync pulls in activity with bank posting dates before your start date, exclude this downloaded bank activity.

Import Beginning Balances for Inventory

As mentioned throughout this module, QuickBooks Online inventory uses the FIFO method for recording the cost of products when they are sold. Businesses that use a different inventory method and convert to QuickBooks Online inventory should consult their accountant first to discuss the change in inventory methods.

If you start QuickBooks Online with beginning balances and intend to track inventory in QuickBooks Online, you can import inventory as opposed to entering one at a time. These import steps were discussed in general as importing Product and Service Items in the importing lists section earlier. We'll discuss that process again here, paying particular attention to importing inventory-type items in bulk with the intention of posting to Inventory Asset and Opening Balance Equity accounts.



Step-by-Step: Turn on Inventory in Company Settings

1. From the gear icon click Account and Settings.
2. On the left menu click Sales.
3. In the Products and Services section, click the pencil icon to edit that section.
4. Check the box to Track inventory quantity on hand.
5. Click Save and Done.

The screenshot shows the 'Account and Settings' window with the 'Sales' section selected on the left. The 'Products and services' section is expanded, and the 'Track inventory quantity on hand' checkbox is checked and highlighted with a red box. The 'Save' button is visible at the bottom.

Section	Setting	Status
Sales form content	Preferred invoice terms	Net 30
	Preferred delivery method	Print label
	Shipping	Off
	Custom fields	On
	Custom transaction numbers	Off
	Service date	Off
	Discount	On
	Deposit	Off
Products and services	Show Product/Service column on sales forms	On
	Show SKUs column	Off
	Track quantity and price/rate	On
Messages	Default email message sent with sales forms	On
	Default message shown on sales forms	On



Step-by-Step: Import Products and Services

1. From the gear icon select Import Data.
2. Click Products and Services.
3. Download the sample file to see what can be imported and to use as your mapping template. The proper field names are already created in this file.
4. Delete the sample data and highlighted notes.
5. Enter or paste your inventory.
 - Be sure the Inventory Asset account you are using is type Other Current Asset and detail type Inventory; the Income account is type Income and detail type Sales of Product Income; and the Expense account is type Cost of Goods Sold and detail type Supplies and Materials
 - Be sure to include the quantity on hand and purchase cost as this will calculate the inventory asset value. QuickBooks Online will record an inventory value asset adjustment for each product upon import for items identified as inventory posted to the Quantity-as-of-Date that you entered on each row.

	A	I	J	K	L	M
1	Product/Service Name	Purchase Cost	Expense Account	Quantity on Hand	Inventory Asset Account	Quantity as-of Date
2	A-Product1	1.00	Cost of Goods Sold	10	Inventory Asset	1/1/2017
3	A-Product2	2.00	Cost of Goods Sold	6	Inventory Asset	1/1/2017
4	A-Product3	3.00	Cost of Goods Sold	14	Inventory Asset	1/1/2017
5	A-Product4	4.00	Cost of Goods Sold	25	Inventory Asset	1/1/2017
6	A-Product5	5.00	Cost of Goods Sold	9	Inventory Asset	1/1/2017
7	A-Product6	6.00	Cost of Goods Sold	70	Inventory Asset	1/1/2017
8						

- Be sure the cells in the amount columns do not contain formulas as the import tool will try to import the formula instead of the calculated amount. If the amount is calculated via formula, copy the cells in Excel then Paste Special and select Values.
6. Save the Excel data.
 7. In QuickBooks Online on the Upload screen, follow instructions to browse and locate the file you want to upload then click Continue.
 8. On the Map Data screen approve the field matches between QuickBooks Online and your data file, which should be automated since you copied the sample file and used those headers for your field names.
 9. On the Import screen make any adjustments needed. Be sure to properly select or de-select products and services as single- or double-sided items in the Sell and Buy columns on this screen.

10. Likewise, designate products as inventory by checking the Track column. (Tracking inventory quantity on hand must be turned on in Company Sales Settings to see the Track column on this import screen.)

Import Products and Services

1 UPLOAD 2 MAP DATA 3 IMPORT

0 records are ready to be imported

SELL	BUY	TRACK	NAME	SKU	TYPE	SALES DESC	SALES PRICE/ RATE	TAXABLE	INCOME ACCT	PURCHASE DESC	PURCHASE COST	EXPENSE ACCT
☒	☒	☒	A-Product	123	Inve	Sample P	150.00	Yes	Sale	Sample Prc	1.00	Cost
☒	☒	☒	A-Product	456	Inve	Sample P	273.00	Yes	Sale	Sample Prc	2.00	Cost
☒	☒	☒	A-Product	789	Inve	Sample P	75.00	Yes	Sale	Sample Prc	3.00	Cost
☒	☒	☒	A-Product	1011	Inve	Sample P	75.00	Yes	Sale	Sample Prc	4.00	Cost
☒	☒	☒	A-Product	1213	Inve	Sample P	20.00	Yes	Sale	Sample Prc	5.00	Cost
☒	☒	☒	A-Product	1415	Inve	Sample P	30.00	Yes	Sale	Sample Prc	6.00	Cost

☐ Overwrite all values for each product or service that you import with the identical name. (This can't be undone.)

11. Verify the Qty as-of Date column on the far right for each inventory product. Remember the inventory adjustment will be recorded to the Inventory Asset account as of this date, which affects your balance sheet reporting.

Import Products and Services

1 UPLOAD 2 MAP DATA 3 IMPORT

ID	TYPE	SALES DESC	SALES PRICE RATE	TAXABLE	INCOME ACCT	PURCHASE DESC	PURCHASE COST	EXPENSE ACCT	QTY	REORDER POINT	INVENTORY ASSET ACCT	QTY AS-OF DATE
133	Inve *	Sample P	150.00	Yes *	Sale *	Sample Prc	1.00	Cost *	10		Inventory *	01/01/2017
156	Inve *	Sample P	225.00	Yes *	Sale *	Sample Prc	2.00	Cost *	6		Inventory *	01/01/2017
189	Inve *	Sample P	75.00	Yes *	Sale *	Sample Prc	3.00	Cost *	14		Inventory *	01/01/2017
1011	Inve *	Sample P	75.00	Yes *	Sale *	Sample Prc	4.00	Cost *	25		Inventory *	01/01/2017
1213	Inve *	Sample P	30.00	Yes *	Sale *	Sample Prc	5.00	Cost *	9		Inventory *	01/01/2017
1415	Inve *	Sample P	50.00	Yes *	Sale *	Sample Prc	6.00	Cost *	70		Inventory *	01/01/2017

Do not import with the identical name. (This can't be undone.)

Back Import

12. Verify that the box is unchecked next to Overwrite all values for each product or service that you import **with the identical name. (This can't be undone.)**, because you will be adding new items for purposes of entering beginning inventory balances on the books.

13. Click Import.

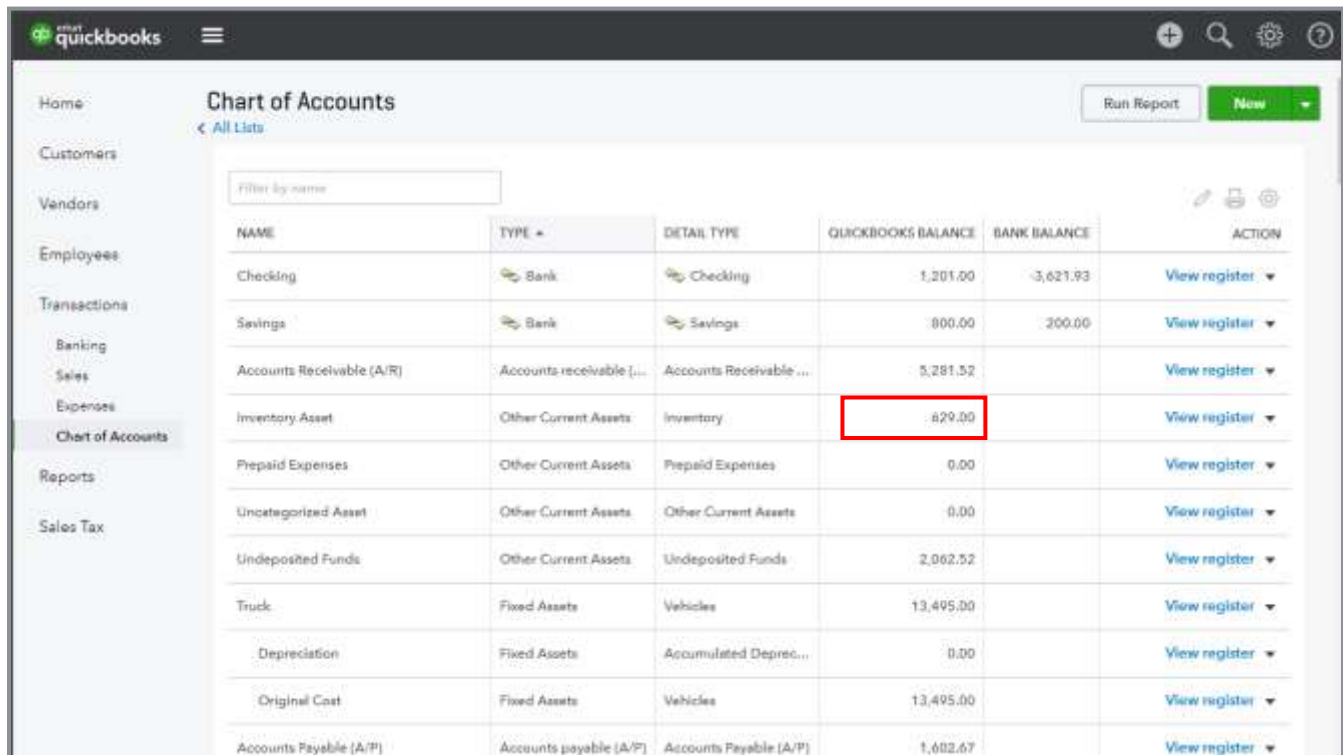
If any of the records do not import, you will be notified and given the opportunity to correct and re-import.

- Columns with no data will be ignored
- The amount of the inventory adjustment on each new inventory product added is the quantity multiplied by the purchase cost
- You can calculate the expected inventory adjustment using the Excel spreadsheet of inventory you imported. On the far right empty column, make a formula to multiply the quantity on hand for each row by the purchase cost to calculate the new inventory asset. Sum the total of this column to calculate the expected increase to Inventory Asset for all new product.

	A	K	L	M	N	O	P
1	Product/Service Name	Quantity on Hand	Inventory Asset Account	Quantity as-of Date			
2	A-Product1	10	Inventory Asset	1/1/2017			10
3	A-Product2	6	Inventory Asset	1/1/2017			12
4	A-Product3	14	Inventory Asset	1/1/2017			42
5	A-Product4	25	Inventory Asset	1/1/2017			100
6	A-Product5	9	Inventory Asset	1/1/2017			45
7	A-Product6	70	Inventory Asset	1/1/2017			420
8							
9						add new	629
10							
11							
12							

- When importing and adding new products to inventory, this import process will record inventory adjustments for each item to increase Inventory Asset with an offset to Opening Balance Equity

14. Navigate to the Inventory Asset register to confirm the inventory adjustment posted for each of the inventory items imported.



NAME	TYPE	DETAIL TYPE	QUICKBOOKS BALANCE	BANK BALANCE	ACTION
Checking	Bank	Checking	1,201.00	-3,621.93	View register
Savings	Bank	Savings	800.00	200.00	View register
Accounts Receivable (A/R)	Accounts receivable (...)	Accounts Receivable ...	5,281.52		View register
Inventory Asset	Other Current Assets	Inventory	629.00		View register
Prepaid Expenses	Other Current Assets	Prepaid Expenses	0.00		View register
Uncategorized Asset	Other Current Assets	Other Current Assets	0.00		View register
Undeposited Funds	Other Current Assets	Undeposited Funds	2,062.52		View register
Truck	Fixed Assets	Vehicles	13,495.00		View register
Depreciation	Fixed Assets	Accumulated Deprec...	0.00		View register
Original Cost	Fixed Assets	Vehicles	13,495.00		View register
Accounts Payable (A/P)	Accounts payable (A/P)	Accounts Payable (A/P)	1,602.67		View register

Outside of entering beginning balances on the books, you may need to import inventory for purposes of updating existing products, such as a physical inventory then batch update quantity on hand. In that case, on the Import screen, check the box to Overwrite all values for each product or **service that you import with the identical name. (This can't be undone.)**. When you overwrite existing products, an inventory adjustment will increase/decrease Inventory Asset with an offset to Inventory Shrinkage (COGS) for only the difference between the original quantity on hand and the newly imported quantity on hand.

Guide Conclusion

You have just completed *Module 1: Complex Conversions*. This Supplemental Guide, in tandem with its recorded module, has been provided to help prepare you for the QuickBooks Online Advanced Certification Exam. Continue on to the remaining modules and their related guides then proceed to the certification exam.

By completing this module, you should be able to:

- Identify potential challenging scenarios when converting from QuickBooks Desktop products
- Recognize feature differences and data that does not convert from Desktop
- Identify when to start a new QuickBooks company by entering beginning balances
- Identify post-conversion steps required to set up a company file (in scenarios such as clients with inventory, banking, payroll and/or sales tax)
- Identify the sequence of steps to correctly enter beginning balances