

# QuickBooks Online Conversion Checklist

## Pre-Conversion

- Create new QuickBooks Online subscription
  1. QuickBooks Online Accountant > Quick Create > Client
  2. Follow prompts
  3. Choose subscription & who will pay the subscription fees
- Sign out of QuickBooks Online Accountant
- Confirm QuickBooks Desktop file will convert:
  1. Open desktop file and run some utilities
  2. **File > Utilities > Verify Data**
  3. **File > Utilities > Rebuild Data**
  4. Tap **[F2]** to verify number of targets is below 350,000
  5. 5. Create a backup for pre-conversion archive

**NOTE: For MAC conversions** please refer to page 7 of *The Accountant's Guide to Moving Clients Online - Part 2* [<http://intuit.me/1SM0jYU>]

# Conversion

## Open the conversion tool and begin conversion

1. Open QuickBooks Desktop
2. **Company > Export Company File to QuickBooks Online**

**NOTE:** if you do not see this option, please refer to page 5 of *The Accountant's Guide to Moving Clients Online - Part 2* [<http://intuit.me/1SM0jYU>]

1. Click Continue to start the interview
2. Enter your QuickBooks Online Accountant login info and agree to Terms of Service
3. Choose the QuickBooks Online company you created then Continue
4. Intuit will confirm the conversion has started then click OK
5. Intuit will email you when conversion is finished

# Post-Conversion

## Compare reports

For each of the following reports, open in QuickBooks Online and QuickBooks Desktop and check for differences:

**NOTE:** The first three reports in the list below will not match if you are importing inventory due to recalculations to FIFO.

1. Run Balance Sheet, all dates, accrual basis
2. Run Profit & Loss, all dates, accrual basis
3. Inventory Valuation Summary, all dates (if applicable)
4. Open Invoices
5. Unpaid Bills

6. Undeposited Funds transaction detail report
7. Sales Tax Liability
8. Payroll Tax Liability
9. Last Reconciliation report
  - a. Open in QuickBooks Desktop
  - b. Use to create initial reconciliation in QuickBooks Online

## Sales tax payments

1. Taxes > Sales Tax > Record Tax Payment
2. Pre-reconciliation, reissue and replace converted sales tax payments

## Payroll set up

1. Employees on left navigation bar
2. Verify "Paid In". All employees paid in current year are marked YES
3. Click Complete payroll set up
4. Continue through prompts to complete set up

## Check inventory conversion (if applicable)

1. Converted to FIFO
2. Conversion tool will send error notifications (if any)

**NOTE: Complete and file IRS 3115 if client's costing method will change**

## Setup users and permissions

1. **Gear > Your Company > Manage Users**

## Company information

1. **Gear > Your Company > Account and Settings > Company**

## Reconcile accounts

1. **Gear > Tools > Reconcile**
2. Perform initial reconciliation in QuickBooks Online based on final reconciliation in Desktop

## Add attachments

1. Customer list
2. Vendor list
3. Individual transactions
4. Attachment center located in **Gear > Lists > Attachments**

## Lists

1. Make unwanted list items Inactive
2. Merge duplicate list items

## Customize sales templates

1. **Gear > Your Company > Account and Settings > Sales**

Recreate memorized reports

1. Reports > My Custom Reports

Connect apps

1. QuickBooks Online Accountant > Apps > Find Apps

Connect QuickBook Payments

1. Gear > Your Company > Account and Settings > Payments

Connect bank feeds

1. Banking > Add Account

*NOTE: To avoid duplication, choose appropriate date range for initial download*

Set closing date

1. Gear > Your Company > Account and Settings > Advanced

**Congratulations! The conversion process is complete.**