

WHAT TO DO AFTER YOU MIGRATE TO QUICKBOOKS ONLINE

Next steps



1 File GST/HST Returns

You'll be required to employ the GST/HST filing function in QuickBooks Online after conversion to ensure that the QuickBooks Online sales tax filing records match those in QuickBooks Desktop.

2 Reconcile Banks, Credit Cards, etc.

After all transactions have been either converted or entered manually into QuickBooks Online, you'll want to reconcile any bank, credit card or other balance sheet accounts that typically were reconciled in QuickBooks Desktop to ensure that everything was converted or entered properly.

3 Run and Compare Reports

When you're done with the transactions and all the reconciliations, compare reports in both QuickBooks Online and QuickBooks Desktop, to ensure that the conversion was successful and accurate. Here's what you'll want to compare:

- Balance Sheet (all dates)
- Profit & Loss (all dates)
- Open Invoices
- Unpaid Bills
- Payments being deposited from "Undeposited Funds"
- Tax Liability reports

4 Enter Payroll

Your payroll information does not import when you convert online, so to keep your T4s and other payroll reports accurate you'll have to enter the following information:

- Payroll items
- Employee information
- Year-to-date payroll information
- Source deductions

*Paycheques from QuickBooks Desktop do translate in QuickBooks Online as regular cheques.

5 Create and Save Custom Reports

Just as QuickBooks Desktop has memorized reports, QuickBooks Online allows you to customize reports and save the report customizations. You'll have to do this yourself in QuickBooks Online because memorized reports from QuickBooks Desktop do not convert. Customized reports in QuickBooks Online can be saved in groups for automatic emailing to selected email addresses.

6 Make Transactions Recurring

QuickBooks Desktop has memorized transactions, but these do not import into QuickBooks Online upon conversion. Therefore, you'll want to find each transaction that you want to memorize, open it, select Make Recurring, and specify the schedule.

7 Prepare Your Logo and Customize Your Forms

Just as QuickBooks Desktop has templates for invoices and other forms you can customize, so does QuickBooks Online. But you'll need to set them up yourself. These customizations include adding your logo, so have a digital copy of your logo ready.