

Online Data File Conversion

Moving from QuickBooks Desktop to QuickBooks Online

Ready to convert your company file from QuickBooks Pro or Premier to QuickBooks Online? If so, follow these 5 simple steps, and you'll be up and running in no time.

Before you start, make sure you've got your QuickBooks Online login and password ready. If you do not have a login for QuickBooks Online, please call us on 0808 168 4245.

Some important things to note before you start:

Quick Reminder: There are a few limitations to keep in mind before you begin. Your data will not import if:

- Multi-currency is turned on (You can verify if this is active in your current file under **Edit > Preferences > Multiple Currencies > Company Preferences**).
- You have more than 350,000 targets (You can view this by selecting F2 from within your current file to bring up the Product Information page. Your Total Targets are on the left hand side of the screen)
- You are using QuickBooks SimpleStart or QuickBooks Enterprise Solutions
- You are using QuickBooks 2010, 2008, 2006 or earlier

If any of these limitations apply to you, please call us on 0808 168 4245 to discuss alternative ways to move your data to QuickBooks Online.

Other import limitations

Payroll data will not be converted into QuickBooks Online, however we have created an easy step-by-step guide on how to set up your payroll once migration is complete. See page 7 for more information.

Please note that stock quantities will not migrate to QuickBooks Online. If you currently track stock, please call us for further guidance on 0808 168 4245.

Tip: To ensure a clean migration to QuickBooks Online, we recommend that you upgrade to the latest version, however this is not essential. To ensure you are on the latest version, click the **Help** menu, then select **Update QuickBooks**.

For customers using QuickBooks 2010 or older, upgrades can be done by installing the 2015 trial.

Please download the suitable trial version [here](#).

Reminder: If you are currently paying a monthly subscription for QuickBooks Desktop, please call us on 0808 168 9535 to cancel your subscription when ready.

Converting a QuickBooks Desktop file to QuickBooks Online

Step 1.

Please follow these simple pre-migration tasks that will allow you to validate your data in QuickBooks Online.

A. Open your existing Pro, Premier or Premier Accountant product and re-sort all lists as follows:

- **Lists** menu > **Chart of Accounts** > **Account** dropdown > **Re-sort List** button > select **OK** when prompted
- **Lists** menu > **Item List** > **Item** dropdown > **Re-sort List** button > select **OK** when prompted
- **Banking** menu > **Write Cheques** > In **Pay to the order of** field type **CTRL+L** to bring up **Name List** > **Name** dropdown > **Re-sort List** button > select **OK** when prompted

B. Go to **File** menu > **Utilities** > **Verify Data** > select **OK** when prompted. If problems are found you will need to rebuild your data.

Important: As best practise we highly recommend that you rebuild your data even if there are no problems found during the verification process. This will automatically create a backup of your company file when you rebuild your data. To action this:

Go to **File** menu > **Utilities** > **Rebuild**

C. Run and print the reports below, which will be used for data verification post conversion:

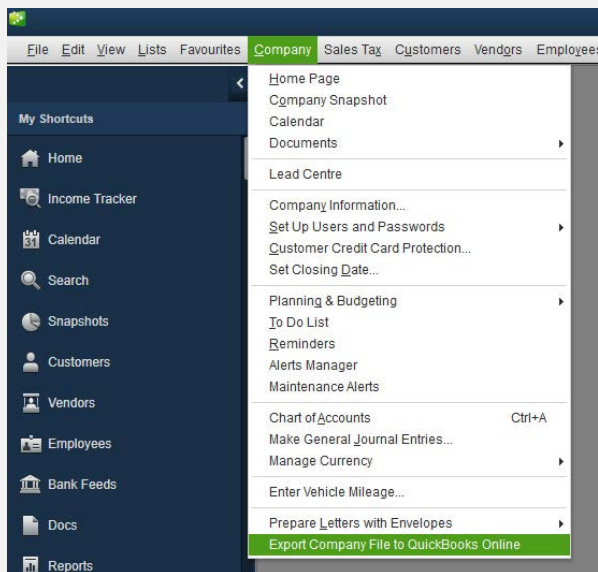
- Trial Balance – All Dates
- Customer Balance Summary – All Dates
- Supplier Balance Summary – All Dates
- VAT Summary Report for the most recently VAT Period
- Current Vat Exception Report
- *Plus any other reports that you would like to check post conversion*

Tip: Make sure the company file or a saved copy of the company file is on your laptop/PC and is not on a remote drive like Dropbox or on a server.

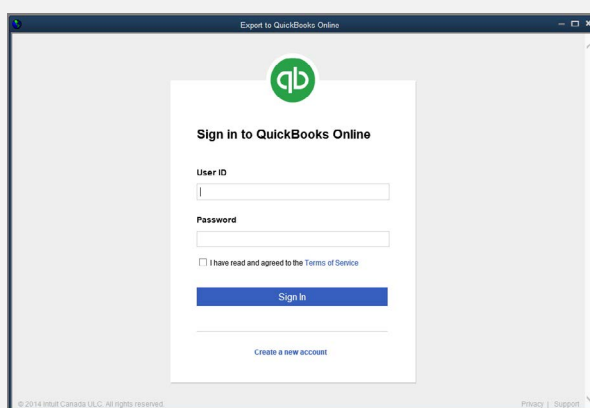
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Step 2.

Start your export to QuickBooks Online by selecting **Export Company File to QuickBooks Online** from the **Company** menu.



Sign in to QuickBooks Online with your user ID and password. If you do not have a login for QuickBooks Online, please call us on 0808 168 4245.

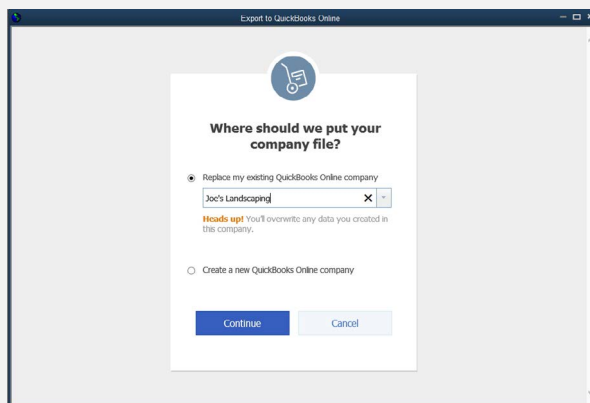


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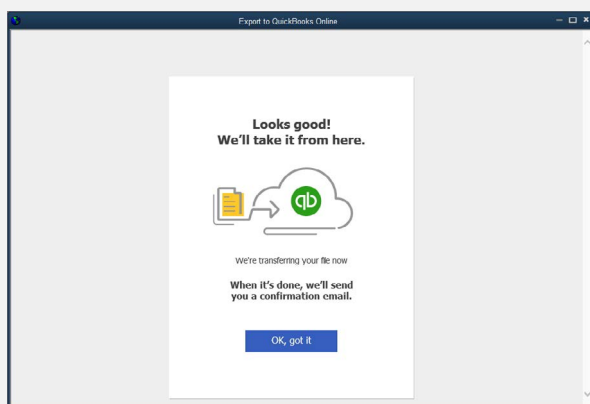
Step 2 continued.

If prompted, select your existing QuickBooks Online company.

Note: This will replace any data you have previously entered in QuickBooks Online. Click **Continue**.



Complete your conversion by clicking **OK, got it**.



Converting a QuickBooks Desktop file to QuickBooks Online

Step 3.

Check your inbox for an email to confirm that your data is ready for you to access in QuickBooks Online.

 donotreply@quickbooks.com Congratulations! Your data is now available on QuickBooks Online.

Step 4.

Click the link and **continue to account setup**.



The screenshot shows an email notification from Intuit QuickBooks. The header features the Intuit QuickBooks logo. The main body of the email contains a personalized greeting: "Hi Pamela," followed by the message "Your Quickbooks Online account is ready! We just need your help tying up a few loose ends." A prominent blue button labeled "Continue to account setup" is displayed. To the right of the text is a preview of the QuickBooks Online dashboard, which includes a balance sheet with sections for Income, Expenses, and Profit & Loss, along with various charts and data points. Below the email preview, a section titled "What's next?" includes a checklist icon and the text "A checklist of important to do's based on the data in your company file."

You are now signed in to QuickBooks Online. In order to view your company from your QuickBooks Online dashboard please click [here](#).

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Step 5.

Your file has been converted to QuickBooks Online.

Please follow these post-conversion steps to validate your data in QuickBooks Online.

A. Compare reports

Compare your printed QuickBooks Desktop reports with the following QuickBooks Online reports to ensure the conversion was successful and accurate:

- Trial Balance – All Dates
- Customer Balance Summary – All Dates
- Supplier Balance Summary – All Dates
- VAT Summary Report for the most recently VAT Period
- Any other reports you'd like to check

VAT Notes:

- In the Trial Balance report, if you have completed a filing but have not yet made or received a payment for that filing before you moved to QuickBooks Online, the amount will be moved from the A/P or A/R account in QuickBooks Desktop to a new suspense account in QuickBooks Online. This is due to a difference in the way that the two systems track VAT. For more information on this and other VAT tracking differences please click [here](#).
- Any current VAT exceptions will not be captured in your next filing. If you currently have any exceptions in your Desktop data then please contact the QuickBooks Online support team on 0808 234 5337 and we can help you reflect this in your next filing.

B. Tidy bank reconciliations

Select **cog icon** > **Reconcile** > choose relevant bank **Account** > **Reconcile Now** > enter the last reconciliation date in the **Statement Ending Date** field and enter the closing balance you had on your last reconciliation date to **Ending Balance** > **OK** > select top tick boxes in **Cheques and Payments** and **Deposits and Other Credits** > **Finish Now** > Repeat for all bank accounts

Note: If you had any uncleared/non-reconciled transactions in your QuickBooks Desktop file, you will need to untick them in QuickBooks Online reconciliation report to ensure all the transactions match.

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C. Set up payroll

Your payroll information does not import when you convert online. Payroll payments from QuickBooks Desktop do translate in QuickBooks Online as regular cheques. To keep your employee records and other payroll reports accurate you'll have to enter the following information:

- Payroll items
- Employee information
- Year-to-date payroll information
- Deductions

For a full guide on setting up payroll in QuickBooks Online please click [here](#).

D. Create and save custom reports

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

E. Make transactions recurring

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

F. Prepare your logo and customise 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 customisations include adding your logo, so have a digital copy of your logo ready.

Thank you for converting to QuickBooks Online!

Your QuickBooks Online is ready for use. For any further help and support you can visit the [Learn & Support](#) page on the website for video tutorials and FAQ or select Help button in the top right corner of QuickBooks Online.

Please provide us feedback by clicking on the gear icon (⚙️) in the upper right-hand corner and selecting **Feedback** under **Your Company**, so we can continue to improve the conversion experience.

Please review the data files after the conversion process, it is your responsibility to verify completeness and accuracy of all converted data.