QuickBooks®

MYOB
CONVERSION
GUIDE & CD-ROM

▶ **STEP-BY-STEP CONVERSION FROM MYOB TO QUICKBOOKS**

WHAT'S IN THIS CONVERSION KIT

Everything you need to get up and running on QuickBooks Payroll Service.

GUIDE

This Conversion Guide takes you through the entire conversion process to convert your company file and your payroll to QuickBooks. If you have any unanswered questions about any aspect of Intuit, QuickBooks, or the conversion process, please call us toll-free at 1.877.440.4255.

CD-ROM

The CD-ROM makes it simple to immediately install your new QuickBooks software, including the MYOB to QuickBooks Assistant for easy MYOB database conversion, and your FREE training guide.

Everything you need for QuickBooks Basic, Pro, or Premier – full versions of all three products are included on the CD-ROM and can easily be unlocked with a simple phone call to our toll-free line (1.877.440.4255) to sign up.

SPECIAL OFFER

- A special toll-free line for FREE conversion support (support ends Nov. 29, 2002)
- 50% off QuickBooks Payroll Service for 6 months
- FREE access for 6 months to Direct Deposit
- FREE training guide, with 400 pages of straightforward, 'how-to' instructions and 17 comprehensive but easy-to-follow lessons
- $100 credit for on-site support by an IntuitAdvisor or classroom training at a Certified QuickBooks Training Centre

To take advantage of this special offer, you must sign up for
QuickBooks Payroll Service before November 29, 2002.

Customers currently using Auto-Build or Units of Measure

Be sure to sign up now for the QuickBooks Payroll Service to take full advantage of the special offer, but don't convert your data until you receive your 2003 product, which we will send you automatically in December. Inventory enhancements will be available in QuickBooks 2003.

CHOOSE YOUR PRODUCT

No matter which product you choose, QuickBooks simplifies and automates every aspect of every financial task – from creating estimates and invoices to printing cheques and paying bills. It provides a reliable, accurate financial picture of your business…the springboard required for making better business decisions.

QuickBooks gives you an easy way to manage your accounting. No accounting background is required – just the ability to fill in on-screen forms. QuickBooks takes it from there.

CHOOSE THE QUICKBOOKS THAT'S RIGHT FOR YOU.

	QuickBooks Basic 2002	QuickBooks Pro 2002	QuickBooks Premier 2002	QuickBooks 2003
Sales and Accounts Receivable	✔	✔	✔	✔
Purchase Orders and Accounts Payable	✔	✔	✔	✔
Online Banking and Reconciliation	✔	✔	✔	✔
Complete Canadian Payroll*	✔	✔	✔	✔
Inventory and Purchaser Orders	✔	✔	✔	✔
Reports and Graphs	✔	✔	✔	✔
Multiple Estimates per Job		✔	✔	✔
Sales Order/Back Order/Job Costing		✔	✔	✔
Multicurrency		✔	✔	✔
Multi-user Ready		✔	✔	✔
Integrates with Interact Act! and Microsoft Word/Excel/Outlook		✔	✔	✔
Remote Access			✔	✔
Improved Journal Entries Option			✔	✔
Import/Export Customized Reports			✔	✔
Assembly				✔
Units of Measure				✔
Pricing†	**$9.95 (reg. $19.95)**	**$14.95 (reg. $29.95)**	**$19.95 (reg. $39.95)**	

*Remember, you save 50% for six months when you sign up now!
†Internet connection required. If you require non-Internet delivery, call for prices.

A COMPLETE CANADIAN PAYROLL SOLUTION, INCLUDING:

- Easy Payroll Set-up Wizard
- Gross salary, commission, hourly wages calculations
- Federal and Provincial income taxes, CPP and EI calculations
- Customizable additions, deductions, company contributions, taxes
- Single paycheques and batch processing of paycheques
- Pay stub printing
- Direct deposit of paycheques
- Simple payment routine for payroll liabilities
- Time sheets linked to payroll
- Sick time and vacation pay tracking
- Comprehensive management reporting
  Payroll Summary and Employee Earnings Summary
  Detailed reports based on employee, payroll item and periods
- Complete government reporting
  PD7A
  T4 printing, T4 Summary Report
  RL-1 printing, RL-1 Summary Report
  Record of Employment
  TD1 Review list

Please visit www.quickbooks.ca/myob for a breakdown of how
data fields compare between MYOB and QuickBooks.

STEP-BY-STEP CONVERSION FROM MYOB TO QUICKBOOKS

▶ STEP ONE - Install QuickBooks

The enclosed CD-ROM contains QuickBooks Basic, QuickBooks Pro and QuickBooks Premier. Once you have decided which product is right for your business, call our toll-free hotline at 1.877.440.4255 to receive an Installation Key Code (IKC) that will unlock the correct QuickBooks product for you. And don't forget to also ask for the code to also unlock your FREE training guide.

Once you have your Installation Key Code, you can install QuickBooks.

1. Shut down all open programs including MYOB and any virus protection software.

2. Insert the QuickBooks CD-ROM into your computer's CD-ROM drive, and read through the information that is presented onscreen.

3. Install QuickBooks when prompted to do so. When the QuickBooks installer opens, follow the onscreen instructions.

For easy reference, write your software IKC code here.

For easy reference, write your Training Guide code here.

For easy reference, write your Registration Number here.

- Please remember to register your software -

▶ STEP TWO - Convert Your MYOB Company File

Now that QuickBooks is installed, you are ready to convert the data in your MYOB company file to QuickBooks.

NOTE: Before converting, you should verify and optimize your MYOB company file to ensure data integrity.

1. Open QuickBooks if it isn't already. From the Windows Start menu, choose Programs, QuickBooks and then QuickBooks.

2. On the Welcome to QuickBooks window, click Convert from, and select MYOB to open the MYOB to QuickBooks Assistant.

3. Follow the onscreen instructions to convert the data in your MYOB file.
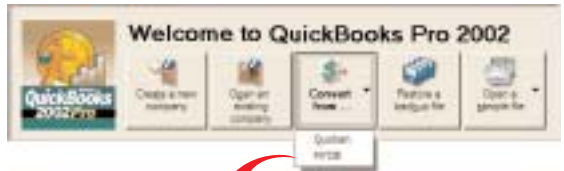
Click here and select "MYOB" to open the MYOB to QuickBooks Assistant.

The assistant does not change anything in your original MYOB company file; it only reads the data from your MYOB file.

When the assistant is done converting your data, the "Congratulations" window is displayed. At this time, you can view the log file to see the results of the conversion. Click the Finish button to close the assistant and start using QuickBooks.
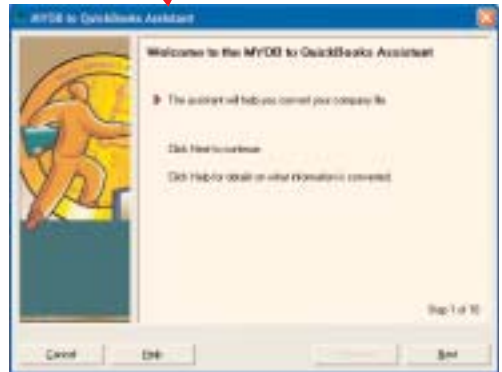
▶ STEP THREE - Convert Your Payroll

After completing the steps in the MYOB to QuickBooks Assistant, you will have a new QuickBooks company file containing your MYOB data. This data includes the names and addresses of your employees, but does not include the details of their paycheque.

Before you can pay your employees using QuickBooks, you need to complete Step 3, which has five phases. It is important that you complete all five phases to ensure that your payroll system is set up properly. After the completion of these phases, you'll have set up your payroll system in QuickBooks and you'll be ready to begin paying your employees.

- Phase 1: Gather payroll information from MYOB.
- Phase 2: Turn on the QuickBooks payroll feature.
- Phase 3: Compare QuickBooks payroll items with payroll categories to ensure they fit your needs.
- Phase 4: Merge MYOB payroll accounts with the QuickBooks payroll accounts.
- Phase 5: Complete employee set up and enter year-to-date amounts.

We also recommend that you read "Setting up payroll and time tracking" in Chapter 7 of the online manual before remitting your first paycheque. You can open the manual from under the Help menu.

Phase 1: Gather payroll information from your MYOB company file.

When you convert your MYOB data to QuickBooks, the information displayed on each employee's Profile tab is copied into QuickBooks. General payroll information, such as the province in which your company operates, and your business number, are also converted to QuickBooks. (See graphic next page.)

However, QuickBooks requires more information about your payroll in order to keep your payroll tax information correct. You can get this data from the following MYOB reports. (Print these reports as you'll need them when you complete your employee set up in Phase 5.)

- Employee Payroll List: report listing employee information, tax status, and pay basis. From the Index to Reports window, click the Payroll tab, select Payroll List, and then click Display.

- Payroll Register (Detail): report listing the year-to-date amounts for each employee. From the Index to Reports window, click the Payroll tab, select Register Detail, and then click Customize. In the Period field of the Report Customization window, select Year-to-date, ensure the date range is from the beginning of the payroll year to the date you started using QuickBooks, and then click Display.

- Employer Accrual Expense Balance (Detail): report totalling expenses, such as vacation pay, that the employer has yet to pay out to his or her employees. From the Index to Reports window, click the Payroll tab, and under Employer Accruals, select Accrual Balance Detail, then click Customize. In the Period field of the Report Customization window, select Lifetime, and click Display. The amount on this report shows the outstanding accrual balances for each employee.

Each employee in MYOB is added to the Employee List in QuickBooks.
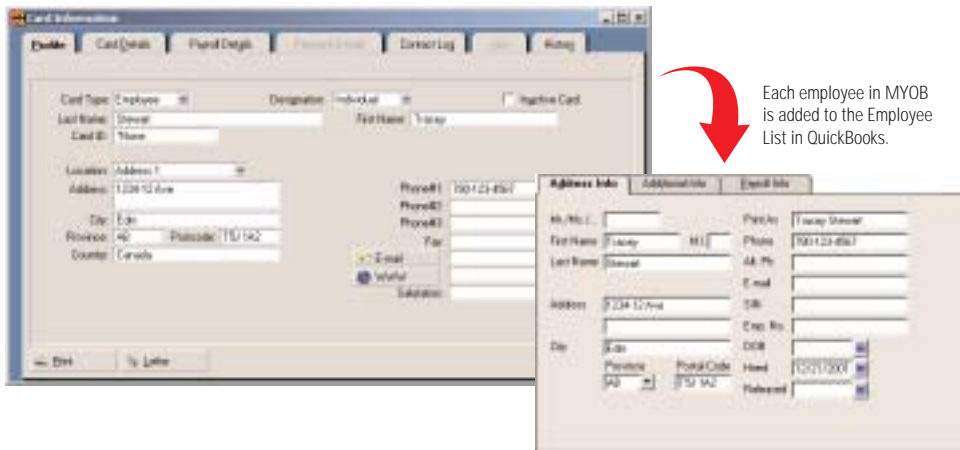
Phase 2: Turn on the payroll feature.

Open the newly-converted QuickBooks company file (if it isn't already), and from the Edit menu, select Preferences. In the Preferences window, click Payroll & Employees from the scroll bar on the left, click the Company Preferences tab and then select Full payroll features. Click OK. All QuickBooks payroll features are now visible.

Phase 3: Compare QuickBooks payroll items to MYOB payroll categories to ensure they fit with your payroll system.

Payroll categories are to MYOB what payroll items are to QuickBooks. Payroll items are the building blocks of the QuickBooks payroll system. QuickBooks creates some standard payroll items in the Payroll Item list when you first turn on the payroll feature.

Compare these default payroll items in QuickBooks to your MYOB payroll categories. You may need to create new payroll items to match the way you paid your employees in MYOB. For example, if you paid your employees hourly, you need to create an hourly wage payroll item. For more information on how to do this, refer to the section "Setting up payroll items" in Chapter 7 of the online manual.

Phase 4: Merge the MYOB payroll withholdings and payroll expense accounts with the QuickBooks default payroll accounts.

When the payroll feature in QuickBooks is turned on, two accounts are added to the Chart of Accounts: Payroll Expenses, and Payroll Liabilities. QuickBooks uses these payroll accounts to track payroll transactions. In order for the MYOB payroll withholdings and expense balances that were brought over during conversion to be tracked using QuickBooks' payroll accounts, the MYOB "Payroll Withholdings" account must be merged with the QuickBooks "Payroll Liabilities" account, and all MYOB payroll

expense accounts must be merged with QuickBooks' "Payroll Expenses" account. For information on how to merge accounts, in the Help index, look up merging, and choose "accounts."

Phase 5: Complete your employee set up.

To complete setting up your employees, you need to set up defaults (optional), enter year-to-date amounts, and customize payroll information for each employee. You'll need the reports that you printed in Step 1 to help with the set up of your employees.

TO SET UP YOUR EMPLOYEE DEFAULTS (OPTIONAL):

On the employee defaults window, you can set up payroll information that most or all of your employees have in common, such as life or dental insurance benefits or union dues. These defaults will then show up on every new employee's payroll profile, thus removing the need to enter the same data over and over again for each employee. For more information on setting employee defaults, in the Help index, look up employee defaults, and choose "creating".

1. Display the Employee List (from the Employees menu, select Employee List).

2. On the Employee List window, click the Employee button and select Employee Defaults.

3. On the Employee Defaults window, in the "Additions, deductions, and company contributions" box, enter additional adjustments you make to the gross or net pay that apply to most of your employees. Employee defaults for payroll taxes, accrual hours or vacation pay will not be applied to MYOB employees that were brought over during the conversion. These properties must be customized for each employee.

For each employee (both current and former) that you paid during the current payroll year, you must enter a summary of his or her earnings, income taxes, and other amounts from January 1 to your QuickBooks start date, otherwise your employee's T4 amounts will be incorrect.

Year-to-date amounts for your MYOB employees are available from an employee's last pay stub, or from the Payroll Register (detail) report that you printed in Phase 1. For more information on year-to-date amounts, refer to the section "Summarizing amounts for this year-to-date" in Chapter 7 of the online manual.

1. Open the Set Up YTD Amounts wizard (from the Employees menu, select Set Up YTD Amounts).

2. Click the Next button. On the following two windows, enter the dates as appropriate. You should be entering the date that you converted to QuickBooks.

3. When you get to the Employee summary information window, select the employee whose year-to-date summaries you want to add, and click Enter Summary. (If a message pops up asking if you want to set up sick hours accrued, click Later. You'll be setting this up when you customize each employee's profile.)

4. On the 2002 YTD Adjustment window, enter the employee's year-to-date amounts using the totals from each employee's last pay stub, or from the Payroll Register (detail) report (as shown in the graphic example on page 13) with the exception of accrued vacation pay (see the next step for vacation pay).

Each employee's year-to-date amounts are totalled on this MYOB report. Enter the totals you see on this report into QuickBooks. For details on how to generate this report, refer to Phase 1. Year-to-date amounts can also be retrieved from the last pay stub that you printed for the employee.

The date range should be from the beginning of the payroll year to the date you converted to QuickBooks.

5. If you still owe vacation pay that an employee has accrued, you need to add this outstanding balance to the "VacPay-Accrued" payroll item. Look to the Employer Accrual Expense Balance (detail) report that you printed in Phase 1 to determine how much accrued vacation pay that you still owe an employee.

Click OK when you're done entering year-to-date summaries for this employee.

This employee has $234 of accrued vacation pay still owing to her at the time of the conversion. An employee's outstanding accrued vacation pay must be added to the Set Up YTD Amounts wizard.

Do not use the accrued vacation pay amount shown in the Payroll Register (detail) report as this amount does not include any outstanding accrued vacation pay carried forward from previous payroll years.

6. When you've entered year-to-date summaries for all your employees, click Next.

7. On the Enter prior payments window, click Create Payment, and enter the total liability payments that you made in this payroll year for each liability item. There are many ways to retrieve the total liability payments you've made thus far from your accounting records. In this example, we created a Tax Liabilities report covering the period of time when we remitted our tax liability payments to the government. You could also get this information from your PD7A forms.

If you are not sure where to get the payroll liability payment amounts you've remitted so far, contact your accountant. Don't forget to also include non-tax payroll liability payments, such as union dues. When you've entered all your liability payments, click the Accounts Affected button, and select "Do not affect accounts.", click OK, and then click Done.

This report represents the total amount of tax liability payments you've remitted to the government so far this payroll year (be sure to check these totals with your accounting records). These payments, in addition to other non-tax payroll liability payments, must be entered into QuickBooks.

8. On the last window, click Finish.

TO CUSTOMIZE PAYROLL INFORMATION FOR EACH EMPLOYEE:

1. Display the Employee List (from the Employees menu, select Employee List).

2. For each employee, double-click their name on the list to open the Edit Employee window. On the Address Info tab, enter their date of birth in the DOB field, their SIN., and other information as required. This information is available from the Employee Payroll List report in MYOB.

Employee Payroll List report from MYOB

3. On the Payroll Info tab, in the Earnings box, select how this employee is paid (salary or hourly for example), and then enter the annual rate if the employee is on a salary, or an hourly rate if paid on an hourly basis. In the Pay Period field, select how often you issue paycheques to the employee. This information is available from the Employee Payroll List report.

In this box, enter additional adjustments you make to the gross or net pay, with the exception of tax adjustments. Such adjustments can include payments to a retirement plan or union dues, company contributions for dental or life insurance to name a few. If you set up employee defaults, these adjustments may already be set up for you.

4. To adjust the payroll tax information for this employee, click the Payroll Taxes button. Click OK when you're done.

5. To set up how he or she will accrue time for such things as sick days or time off in lieu of overtime, click Accrual Hours.

6. You do not need to add accrued vacation pay because you've already added vacation pay accruals in the Set Up YTD Amounts wizard.

QuickBooks now has all the information it needs to continue paying your employees through to the end of this payroll year. To ensure that you entered your payroll data accurately, refer to the checklist in the section "Making sure your payroll data is complete" in Chapter 7 of the online manual.
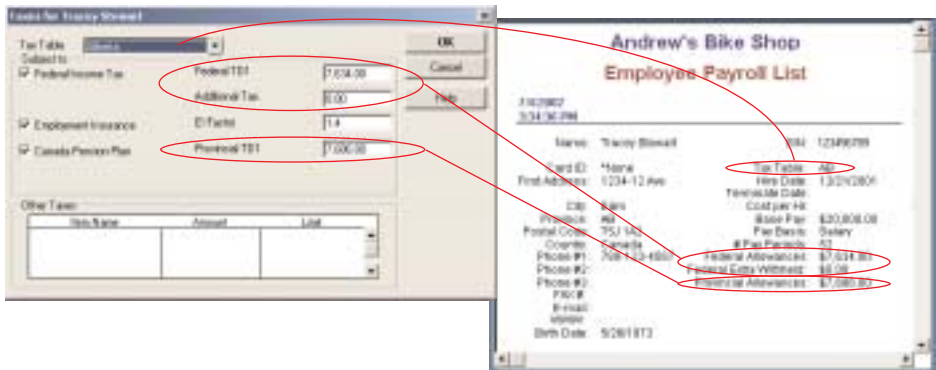
▶ STEP FOUR - Run Your Business With QuickBooks

Now that you've completed your conversion, a new QuickBooks company file containing your MYOB data is open for you to begin using. To help you familiarize yourself with QuickBooks, we suggest you do the following:

• Complete the QuickBooks tutorial. From the Help menu, select QuickBooks Coach. This interactive tutorial lets you practice common tasks without affecting any data in your company file. You can complete it in 15 minutes. Also, read Chapter 4: QuickBooks Basics in the online manual. You can print the online manual from the Help menu.

• Look at the help for MYOB users. From the Help menu, select Help for MYOB Users. In the Contents tab of the Help window, open the Command Centres book to discover how to do, in QuickBooks, the same accounting tasks listed on a given Command Centre.

• Look at your Chart of Accounts (this is referred to as Accounts List in MYOB). From the Company navigator, click Chart of Accounts.

• If you chose a conversion date earlier than today's date, the balances from the Chart of Accounts may be different than those from your MYOB Accounts List. This is because the MYOB account balances may include transactions that were recorded after the conversion date you chose.

- Check out the QuickBooks navigators. Navigators gather information from your data and display it in one location, so you can manage your business more effectively. Navigators are to QuickBooks what Command Centres are to MYOB. The tasks that you accessed from Command Centres in MYOB, similarly, can be accessed from QuickBooks navigators.
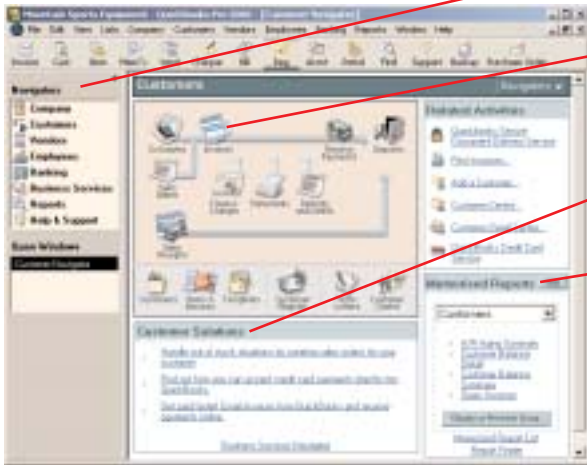
The navigators are listed here. To open a navigator, click the name of the navigator in this list.

The QuickBooks Customers navigator, shown here, is similar to the Sales Command Centre in MYOB. The flow chart depicts activities related to dealing with customers.

In this area, QuickBooks provides suggestions for working with your customers.

Here, you have easy access to reports related to customer activities. You can also customize this by adding reports that you've memorized.

- Check your customers' and vendors' profiles. Customers and vendors are added to QuickBooks lists. Think of these lists as the Cards List in MYOB. To see your customer list, open the Customers navigator and click Customers. To see a list of your vendors, open the Vendors navigator and click Vendors.

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BENEFITS BEYOND ACCOUNTING SOFTWARE

Our mission takes us beyond accounting software. QuickBooks is designed from the ground up to help small businesses become more profitable and efficient. Given this commitment, we extend the value of QuickBooks beyond software by developing innovative solutions with trusted service providers.

QUICKBOOKS SUPPORT As a QuickBooks customer you have access to a support network of IntuitAdvisors and Certified QuickBooks Training Centres that extends right across Canada. We also offer comprehensive training guides and one-on-one phone support options.

QUICKBOOKS DIRECT DEPOSIT Move to QuickBooks before November 29th and you can deposit funds directly into employee bank accounts for free for six months![*]

QUICKBOOKS INSURANCE GATEWAY Group rate insurance for family members provided by one of the largest, most trusted insurance brokers in the world. AON.

QUICKBOOKS CREDIT CARD SERVICE Now you can accept payments online, over the phone, by mail or in person for faster and more reliable payment. All for one low discount rate, based on usage.

QUICKBOOKS FINANCE CENTRE We can help you borrow money in minutes from Alliance Finance.

QUICKBOOKS WEB SOLUTIONS Build a professional-looking Web site to your specifications, no web experience required.

QUICKBOOKS BACKUP SERVICE Store your valuable data off-site, it's like having a safety deposit box for your data.

QUICKBOOKS SECURE DOCUMENT DELIVERY Send confidential documents quickly and safely using email with Canada Post's PosteCS™.

QUICKBOOKS SUPPLIES Save time and money and look more professional with personalized business forms.

[*]Direct Deposit service fee waived, transaction fee still applies.

CONTACT INFORMATION

Intuit Canada has set up a toll-free hotline to assist customers during installation of QuickBooks and conversion of their MYOB company file. If you have any questions about the conversion process or the features in QuickBooks, please contact us.

TELEPHONE: 1.877.440.4255

WEB SITE: WWW.QUICKBOOKS.CA/MYOB

If you require additional on-site assistance in converting your file, you can find IntuitAdvisors in your area that are knowledgeable about both MYOB and QuickBooks. To search for an advisor visit:

WWW.QUICKBOOKS.CA/FINDAPROADVISOR

Once you have converted your company file and you want some additional training on QuickBooks, you can search our training section of the Web site to find a training course in your area.

WWW.QUICKBOOKS.CA/TRAINING

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CANADA

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