

Migrating from Desktop to QuickBooks Online

Handouts: <https://bit.ly/DesktopMigration>



Today's Webinar

- Handouts available via the **resources** tab in Zoom menu bar
- Please submit your questions via the **Q&A** button and limit your questions to today's webinar content
- A pre-recorded session of this webinar will be emailed to you following the webinar.



NOTE: The QuickBooks Online ecosystem is constantly evolving to meet your needs. Your current experience may differ from what you see here.

Continuing Professional Development (CPD) Process

- To receive CPD credits you must be in attendance for 80% of the scheduled duration of the webinar.
- CPD certificates are emailed to you within 48 hours of attending the webinar.
- Please be sure to download CPD certificates within 14 days or they will expire.
- Today's course is eligible for **1.5 CPD** credits.



Agenda

Module 1: Pre-migration considerations

- Client needs assessment
- Migration methods

Module 2: Pre-migration prep

- Desktop file
- Online subscription

Module 3: Migrating data

- Migration process

Module 4: Post-migration tasks

- Data review
- Company settings
- Reconciliation
- Sales tax
- Integrations
- Add users

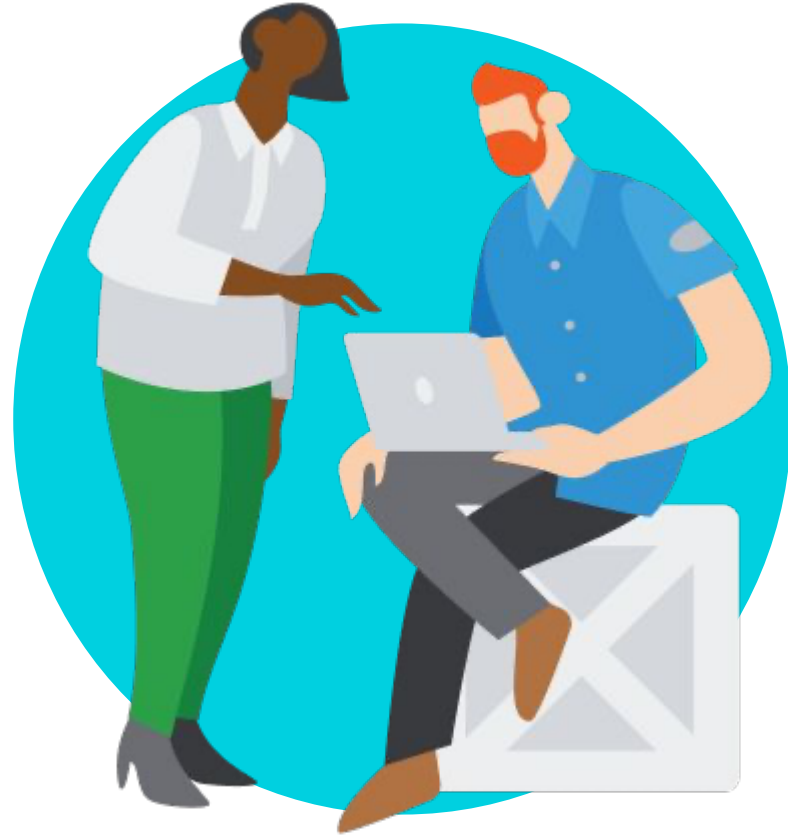
Learning Objectives

After completing this session, you will be able to:

- ❑ Describe which clients are ideal candidates for migration
- ❑ Identify which QuickBooks Online product would best support your clients' needs
- ❑ List available migration methods
- ❑ Demonstrate pre and post migration workflows

Module 1

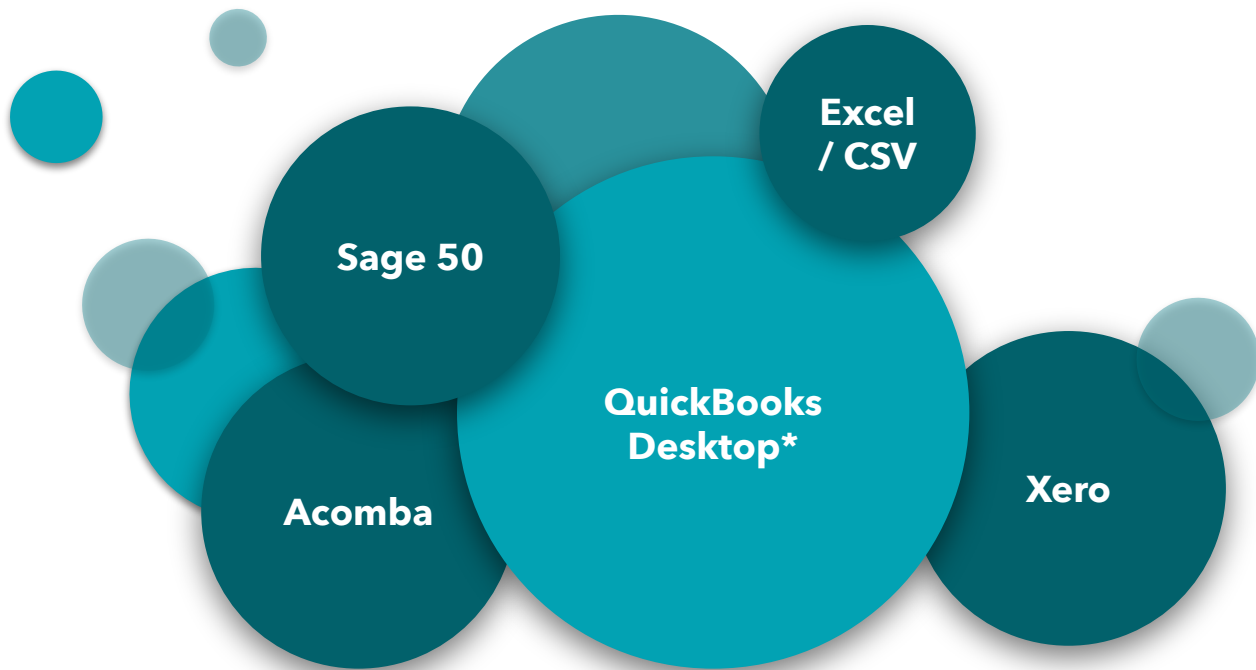
Pre-migration considerations



Module 1: Pre-migration Considerations

Lesson 1: Client needs assessment

Client needs assessment: Migration candidates



Learn more: [Our comprehensive guide to moving your data to QuickBooks Online](#)

Client needs assessment



1. Interview client to assess their needs
2. Use a copy of this [spreadsheet](#) to ensure consistency and thoroughness. Spreadsheet tabs features:
 - Repository for client profile interview questions and answers
 - Client needs assessment checklist and links to Help resources
 - Automatic recommendation regarding the appropriate QuickBooks subscription based on the checklist answers
 - Client onboarding checklist with additional tools and resources
 - Miscellaneous notes as needed

Learn more: [Compare QuickBooks Online and QuickBooks Desktop](#)

Client needs assessment: Why migrate?

- **Anywhere, anytime access**
- "Not enough RAM" is not an issue
- Mobile app
- Work from any internet-connected device
- **Bank level encryption**
- No data backups, software installation or updates required
- No data verification or rebuilds
- QuickBooks Payments improve cash flow
- **Online companies never get "too big"**
- FIFO inventory
- Easy to add or remove users

- Schedule automatic invoices
- **Hundreds of cloud-based apps**
- Free phone support included
- Latest updates available automatically
- **Seamless accountant access**
- Automatically import and organize bank and credit card transactions
- Attachments are all in the company "file" and are not in a separate "folder"



Learn more: [How features and data move from QuickBooks Desktop to QuickBooks Online](#)

Client needs assessment: Ideal candidates

- Files with no more than 4MM targets (for internal Migration tool) > Press F2 on keyboard in QuickBooks Desktop company
- Company file in good shape
- Not using or requiring:
 - Assembly
 - Multiple units of measure
 - Warehouse locations
 - Vendor/supplier types
 - Attachments



Learn more: [Is migrating from QuickBooks Desktop to Online right for you?](#)

Client needs assessment: > 4MM targets

- Can't use the internal Migration tool to bring over the entire history
- Use Journal Entry method to set up opening balances
- Use Import Data function within QBO to bring over lists and balances

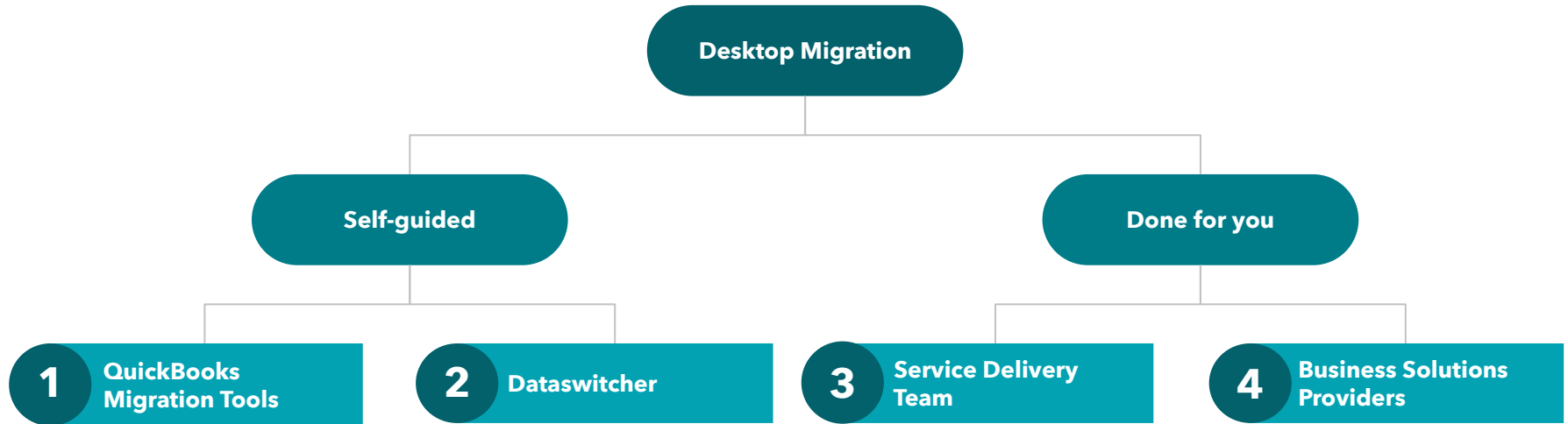


Learn more: [Move your lists to QuickBooks Online](#)

Module 1: Pre-migration Considerations

Lesson 2: Migration methods

Migration methods



Migration methods: QuickBooks Migration Tools

Self-guided

1a QuickBooks Internal Migration Tool

- Intuit's internal migration tool - to be demonstrated in this webinar
- User can convert QBDT to QBO from within the desktop file

Learn more: [Intuit's internal tool to migrate from QuickBooks Desktop to Online](#)

Migration methods: QuickBooks Migration Tools

Self-guided

1b Online Migration Tool

- Intuit's online migration tool - if you have .QBW, .QBB, or .QBM files but no access to QBDT software
- Separate websites for uploading Pro/Premier and Enterprise data files
- "Get started" link on the Pro/Premier site will refer to the Enterprise site and vice versa

Learn more: [QuickBooks Online Migration Tool \(Enterprise to Online\)](#)
[QuickBooks Online Migration Tool \(Pro/Premier to Online\)](#)

Migration methods: Dataswitcher

Self-guided

2 Dataswitcher (External Tool)

- Does not recognize foreign currency
- Must have the current version year of QuickBooks Desktop to open the company file and export it to QuickBooks Online
- Can bring in 24 months going back from the date of migration or pay for additional years of data

Learn more: [Compare Intuit's internal migration tool to Dataswitcher](#)

Migration methods: Service Delivery Team

Done for you

3 Service Delivery Team

Assisted Data Migrations	Training and Support	Trial Balance Migrations
• Take work off your plate • Provide post-migration analysis & indicate discrepancies • Sage 50, QuickBooks Desktop (Pro, Premier, Enterprise) or Xero	• Enable you to do your own migrations efficiently • Migration training • Answer technical questions	• Import the COA and opening balances • Great for Year-End clients or starting fresh in QBO

Migration methods: Business Solutions Providers

Done for you

4 Business Solutions Providers (BSP)

- QuickBooks-approved third-parties can develop custom solutions for your clients' unique and complex business needs
- They can manage the end-to-end migration process for you, from initial planning and setup to data migration and integration of online tools and apps

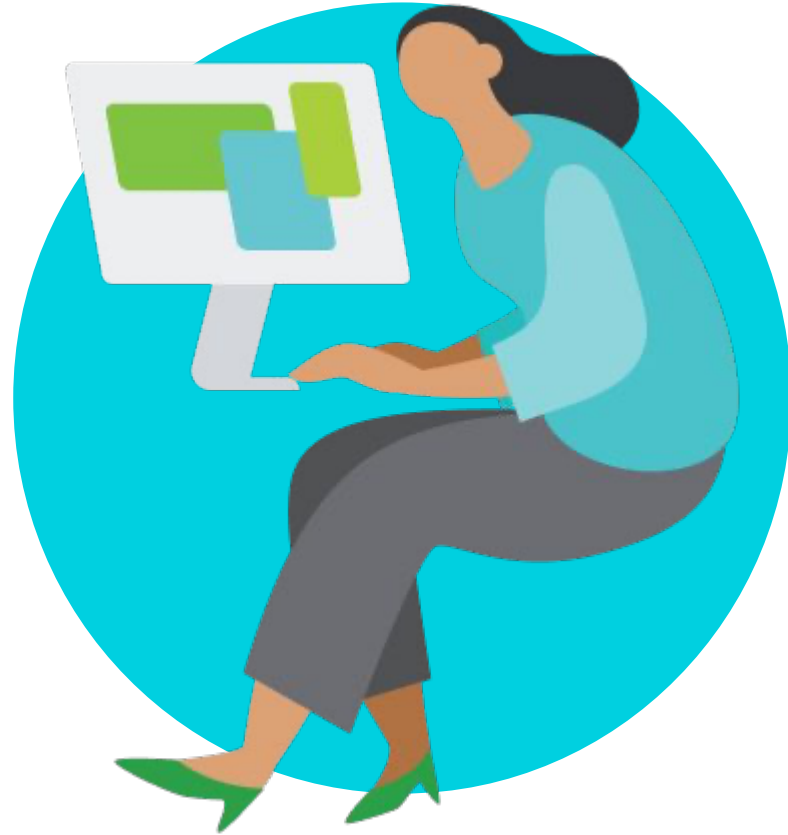
Learn more: [Business Solutions Providers: Drive growth and efficiency—together](#)

Questions



Module 2

Pre-migration prep



Module 2: Pre-migration

Lesson 1: Desktop file prep

Desktop file prep

1. Install the latest updates of Desktop
2. Delete and merge names in lists
3. Inactivate or delete accounts and list names with zero amounts
4. Clean up unusual numbers:
 - Correct negative inventory
 - Align inventory valuation numbers with balance sheet
 - Correct transactions in Opening Balance Equity
 - Reports showing balances for "other" subaccounts
 - Apply credits and payments to bills/invoices
5. Clean up stale-dated transactions
6. File sales taxes
7. Record and pay payroll liabilities
8. Reconcile applicable Balance Sheet accounts
9. If using QuickBooks Desktop Payroll:
 - Deactivate old employees that haven't been paid in the current year
 - Wait 2-3 days after last payroll run to move data
10. Download essential reports (Excel or PDF)
11. Download attachments required in QBO
12. Verify and rebuild
13. Create final backup file

Learn more: [Learn about switching from QuickBooks Desktop to QuickBooks Online](#)

Error messages

- Your file is too big to export
- There was a problem checking this company for import eligibility
- We can't export your data. It may be on a network drive
- Export QBDT data to QBO: ERROR (file path)



PROADVISOR TIP

If you/your client is unsure about QuickBooks Online, consider running both systems in parallel.

Once you migrate, you cannot migrate back to QuickBooks Desktop.

Learn more: [Fix errors when you move from QuickBooks Desktop to QuickBooks Online](#)



PROADVISOR TIP

De-select "Vendor is a Sales Tax Agency"

Select "Vendor is inactive"

VENDOR NAME

CURRENT BALANCE 0.00 [How do I adjust the current balance?](#)

Address Info

☐ Vendor is a Sales Tax Agency

Payment Settings

Sales Tax Settings

Account Settings

Additional Info

SALES TAX INFORMATION

TAX CODE

COUNTRY

BUSINESS NUMBER

☐ Vendor eligible for T4A

DENTAL BENEFITS [Help](#)

☐ Vendor eligible for T5018

☒ Vendor is inactive

Module 2: Pre-migration Considerations

Lesson 2: Online subscription

Online subscription

1. Create a QBO subscription (based on client needs in assessment)
2. Assign yourself the Primary Admin (as well as Accountant)
3. Based on client needs:
 - QuickBooks Payroll?
 - QuickBooks Time?
4. Migrate within 60 days of subscription start



PROADVISOR TIP

Create the subscription under your firm's wholesale account. Later, move it to direct billing, with an option to transfer Primary Admin role.

Learn more: [Delete your data and start over in QuickBooks Online](#)

Module 3

Migration process



Module 3: Migrating data

Lesson 1: Migration process

Migrating data: Pro/Premier



- Sign into QuickBooks Desktop as:
 - Admin user
 - Switch to Single user mode
- Select **Company > Export Your Company File to QuickBooks Online**
- Select **Get Started**
- Sign into QuickBooks Online
- Select the desired QuickBooks Online subscription you've set up
- Follow prompts regarding inventory*
- If subscription is 60 days old or less with data, answer prompts regarding overwriting existing data

Learn more: [Move your QuickBooks Desktop file to QuickBooks Online](#)

Migrating data: Enterprise



- Sign into QuickBooks Desktop as:
 - Admin user
 - Switch Single user mode
- Press **Ctrl+1** to open the Product Information window
- Press **Ctrl + B + Q**, then select **OK** to display the export window
- Select **Get Started**
- Sign into QuickBooks Online
- Select the desired QuickBooks Online subscription you've set up
- Follow prompts regarding inventory*
- If subscription is 60 days old or less with data, answer prompts regarding overwriting existing data

Learn more: [Move your inventory from QuickBooks Desktop to QuickBooks Online](#)

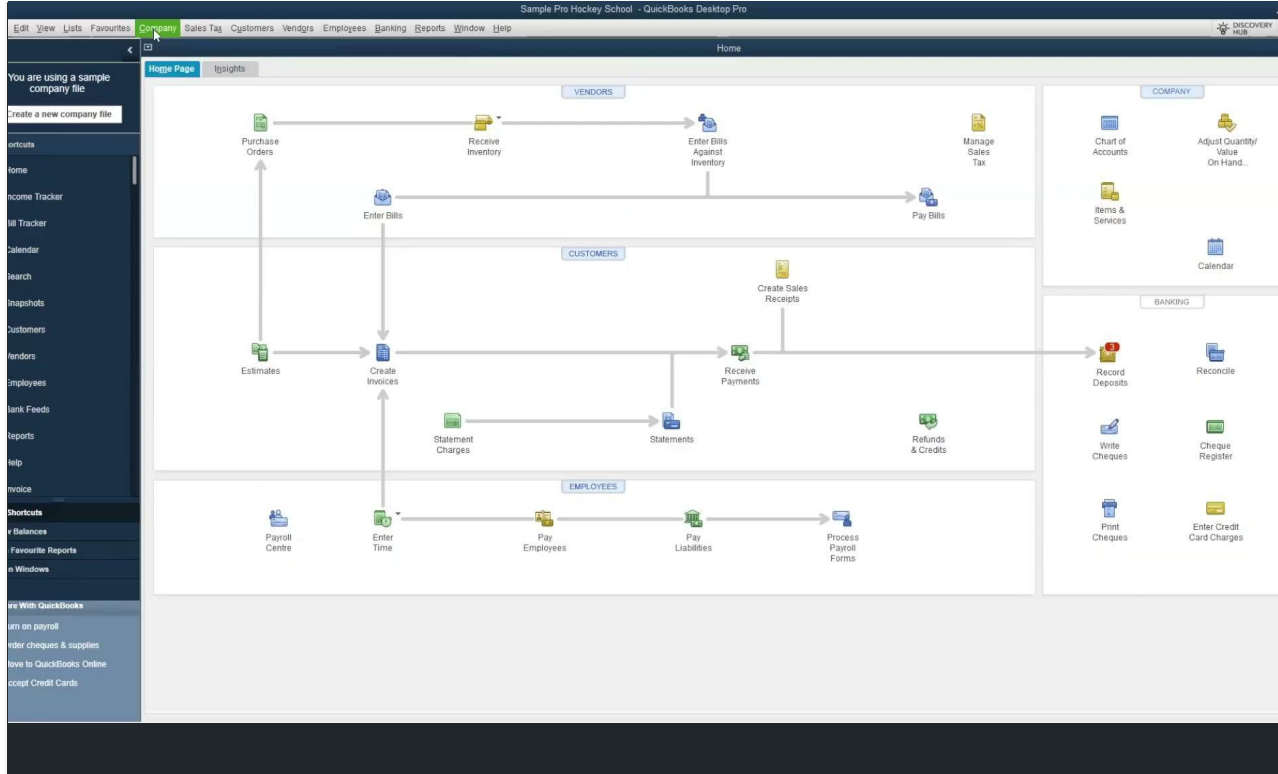
Migrating data: Demo



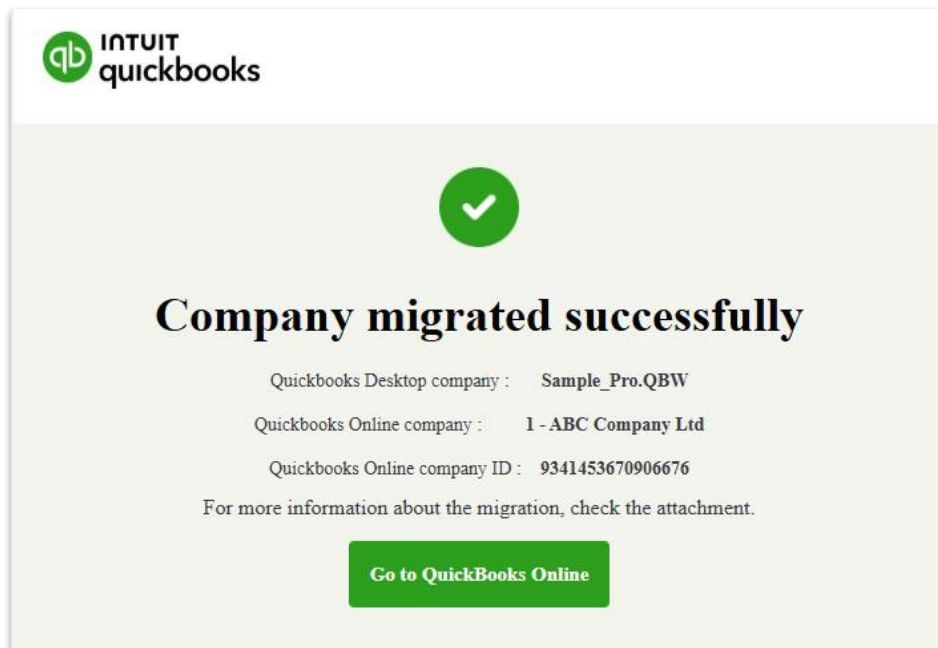
PROADVISOR TIP

Don't open
QuickBooks Online
until the migration is
complete!

Wait for confirmation
email.



Migration email confirmation

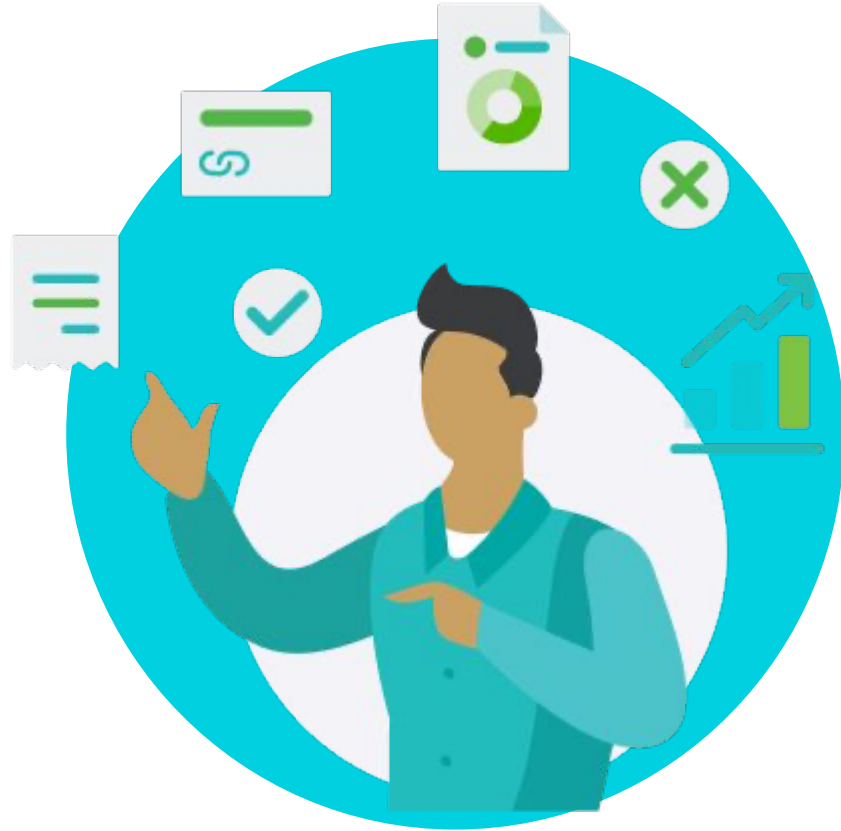


Questions



Module 4

Post-migration tasks



Module 4: Post-migration tasks

Lesson 1: Data review

Data review: Compare reports



LEARN MORE

Attend our Sales Tax webinar to learn about how to use sales tax in QBO!

Compare reports between Desktop and Online to ensure:

- All Dates and Accrual basis (even if you work on Cash basis):
 - Balance Sheet
 - Trial Balance
 - Accounts Receivable Summary
 - Accounts Payable Summary
- Sales Tax Summary (most recent period)
- Review lists e.g. chart of accounts
- Non-posting transactions e.g. estimates

Learn more: [Post-conversion checks for getting started in QuickBooks Online](#)

Data review: Report differences

Expect differences in these reports:

- Inventory Valuation
- Multi-currency reports
- Accounts Receivable & Accounts Payable reports will no longer reflect Sales Taxes owing or refund expected
- New accounts > Sales Tax Suspense



Learn more: [Move your inventory from QuickBooks Desktop to QuickBooks Online](#)

Module 4: Post-migration tasks

Lesson 2: Company settings

Company Settings



Hit the ground running:	Clean up, adjust, and take advantage of all the fields available:	Set up automation, reporting, apps and control/tracking of users:
• Review Account and Settings • Confirm sales tax settings & deactivate duplicate codes • Perform initial reconciliations	• Link payments or credits to bills and invoices if necessary • Utilize Custom fields, Customer Types, Classes and Locations • Set up custom Invoice, Sales Receipt or Estimates templates	• Set up bank feeds and rules • Review recurring transactions (reduce # as bank rules can take their place) • Create custom reports • Set up apps / integrations • Add users, transfer Primary admin to client (optional)

Learn more: [Post-conversion checks for getting started in QuickBooks Online](#)

Product demo

Post-migration setup

Questions



ProAdvisor Training

Available anytime, anywhere, in QuickBooks Online Accountant

- Earn CPD credits
- Register for Live webinars (*Also available in French*)
- Watch past webinar recordings
- Dive in to self-paced elearning

[QuickBooks Online Accountant / ProAdvisor / Training](#)



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Managing Sales tax in QuickBooks Online

QuickBooks Online Fundamentals

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Migrating from Desktop to QuickBooks Online Webinar Survey

Thank You!