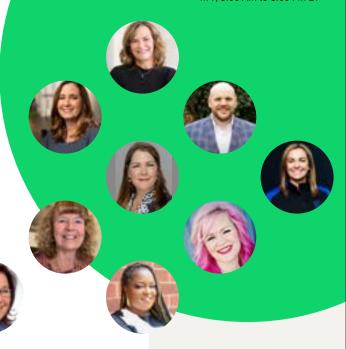


A tactical guide to migration for accountants

These migration tips come from 9 accountants and ProAdvisors. They shared their best practices for moving clients online, along with what they wished they'd known before migrating.



Pre-conversion

Set the stage for success

- Complete these tasks as needed:
 - Review chart of accounts for accuracy
 - Ensure the balance sheet aligns with the latest tax return
 - Reconcile bank and credit card statements
 - Categorize open transactions
 - Pay outstanding invoices
 - Finish any payroll runs or payroll tax payments
- Pause here 📤 and back up your data using these steps:
 - From the File ▼ dropdown menu in Desktop, select Create copy and select
 Backup copy, Portable company file, or Accountant's copy.
 - Make a backup or portable company file for the client, and make an accountant's copy for you.
- Confirm that your client has a new, active QuickBooks Online account that is ready to receive the data.
- ☐ Does your client require specific third-party apps? Pause here ▲ to find out whether they will work with QuickBooks Online.
- Does your client have just one company file or multiple company files they didn't disclose? Pause here 📤 to double-check.
- **Do you have multi-company clients?** Make sure your client's QuickBooks Online account includes one subscription for each company.

Additional resources

Find out more about data cleanup and considerations in Webinar: 3 tips for helping clients migrate smoothly

Learn more about QuickBooks
Online subscriptions to find
the best one for your client

QuickBooks Online



Check the data		Additional resources
☐ Know which types of data will convert and which will not.	ı	Learn which data moves to QuickBooks Online
☐ Thoroughly assess the current setup and company file.		Quickbooks Online
 Quantity of data: In Desktop, press the F2 key to see your client's number of targets on the product information screen. Condense the data if it's 750,000 or more, or: 	ı	Reduce your migration's target size with the Condense Data utility
Choose which data to migrate:		
 Transactions within a date range 		
 Lists and balances, without transactions 		
 Only selected lists like customers, vendors, charts of accounts and employees 		
 Verify the data with the built-in tool. Data kept over many years can corrupt. 		
 Run your client's key reports from Desktop on an accrual basis (like Profit & Loss, Accounts Receivable, Accounts Payable), which you'll use in Step 3. 		
 Remove inactive accounts from the chart of accounts. 		
 Beware of the "other names" category, which does not exist in QuickBooks Online. Prior to conversion, these items must be assigned to vendors or customers. 		
 Be sure to clear any billable charges that are associated with inactive accounts. These can cause problems with migration. 		
 Tidy the data as much as possible prior to conversion. 		
Will your client migrate Desktop Payroll or inventory? Make sure to clean up negative inventory, and pause here ▲ to learn more about facilitating a smooth transition for this data.	ı	More about migrating Desktop Payroll to Online Payroll More about migrating inventory to QuickBooks Online
☐ After inspecting the company file, pause here ▲ to propose a cut-off date (1 or 2 years of data, for instance). If the data file is unwieldy or the cleanup step seems unmanageable, it may be better to start fresh. If so, keep the original file for reference.		
Test the migration		
Before estimating the cost and timeline for the project, you can run a test migration.		
Let your client explore the trial of QuickBooks Online that comes with the test migration.		
Take a moment to share with your client the terminology they'll see Online that is different from Desktop.		Help your client get familiar with different terminology in



Conversion

Pick a method

- There are several ways to migrate your client's data:
 - You can migrate the data with an online tool: With this method, you no longer need QuickBooks Desktop installed. Your clients don't need to be using the latest version, either.
 - Your client can migrate their own data: If they use the latest version of Desktop or can update to it, your client can complete this step themselves.
 - You can use assisted migration: If your client has unique needs or you would simply like more support, you can have the migration done for you.

Post-conversion

Confirm your successful conversion

- After their conversions, most accountants felt it wasn't necessary to maintain their books in both Desktop and Online.
 - After a client's Desktop subscription is canceled, they'll get 12 months of view-only access to Desktop in order to reference their old file.
- From QuickBooks Online, run your client's key reports once more, on an accrual basis. If they match your Desktop reports from Step 1, you can move forward.
 - If not, pause here to ensure you didn't run reports on a cash basis, as these may not match. If not, revisit the books and find the inconsistency.
- Check each connected service or feature, like QuickBooks Payroll, Payments, and time tracking. Once these are running online, you can shut them down in Desktop.
 - If your client uses QuickBooks Payments, make sure to set up any recurring charges in QuickBooks Online. Then, you can cancel them in Desktop.
- Reconnect any third-party apps your client used with Desktop, and make sure the integrations are syncing as needed.
- Give your client the backup files you created.

Additional resources

Move your client's books to QuickBooks Online with an online tool

For clients wishing to migrate their own data, share Move your QuickBooks Desktop file to QuickBooks Online

Ask about assisted migration

We can help you move as many clients as you'd like from any version of QuickBooks Desktop to QuickBooks Online, at no charge to you or your clients.* Schedule a call or call

844-333-1893

M-F, 8 AM to 8 PM ET

Learn more about view-only access to Desktop

Download the Post-conversion

Toolkit to learn more about
comparing reports

Learn more about:
QuickBooks Online Payroll
QuickBooks Online Payments
QuickBooks Time



Congratulations!

You've migrated your client's files!

To help set them up for success, check out the <u>Migration Toolkit</u> to find tips and resources for moving online.

© 2023 Intuit Inc. The content and materials are intended only to assist you in your general organization and decision-making for your business or practice. Intuit shall have no liability for errors, omissions or inadequacies in the information contained herein or for interpretations thereof. Accountants compensated for their time.

* Free assisted migration from QuickBooks Desktop Pro, Premier, Mac, or Plus ("Desktop") to QuickBooks Online Simple Start, Essentials, Plus, or Advanced ("QuickBooks Online"), or QuickBooks Desktop Payroll, Payments, or Time to QuickBooks Online Payroll, Payments, or Time is available to customers who sign up to migrate to QuickBooks Online or until July 17, 2024 and subject to capacity. Customers must initiate migration by July 31, 2024. The offer is eligible to Desktop customers that are migrating their Desktop data to QuickBooks Online. Intuit reserves the right to limit the number of sessions and the length and scope of each session. Results may vary based on business complexity and file size. Terms and conditions, features, support, pricing, and service options subject to change without notice.