

QuickBooks Online Conversion Checklist

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Pre-Conversion

Create new QuickBooks Online subscription

1. QuickBooks Online Accountant > Quick Create > Client
2. Follow prompts
3. Choose subscription & who will pay the subscription fees

Sign out of QuickBooks Online Accountant

Confirm QuickBooks Desktop file will convert:

1. Open desktop file and run some utilities
2. File > Utilities > Verify Data
3. File > Utilities > Rebuild Data
4. Tap [F2] to verify number of targets is below 350,000
5. Create a backup for pre-conversion archive

NOTE: For MAC conversions please refer to page 7 of *The Accountant's Guide to Moving Clients Online - Part 2*
[\[http://intuit.me/1SM0jYU\]](http://intuit.me/1SM0jYU)

Conversion

Open the conversion tool and begin conversion

1. Open QuickBooks Desktop
2. **Company** > **Export Company File to QuickBooks Online**

NOTE: if you do not see this option, please refer to page 5 of *The Accountant's Guide to Moving Clients Online - Part 2* [<http://intuit.me/1SM0jYU>]

3. Click Continue to start the interview
4. Enter your QuickBooks Online Accountant login info and agree to Terms of Service
5. Choose the QuickBooks Online company you created then Continue
6. Intuit will confirm the conversion has started then click OK
7. Intuit will email you when conversion is finished

Post-Conversion

Compare reports

For each of the following reports, open in QuickBooks Online and QuickBooks Desktop and check for differences:

NOTE: The first three reports in the list below will not match if you are importing inventory due to recalculations to FIFO.

1. Run Balance Sheet, all dates, accrual basis
2. Run Profit & Loss, all dates, accrual basis
3. Inventory Valuation Summary, all dates (if applicable)
4. Open Invoices
5. Unpaid Bills

6. Undeposited Funds transaction detail report
7. Sales Tax Liability
8. Payroll Tax Liability
9. Last Reconciliation report
 - a. Open in QuickBooks Desktop
 - b. Use to create initial reconciliation in QuickBooks Online

Sales tax payments

1. **Taxes > Sales Tax > Record Tax Payment**
2. Pre-reconciliation, reissue and replace converted sales tax payments

Payroll set up

1. Employees on left navigation bar
2. Verify "Paid In". All employees paid in current year are marked YES
3. Click Complete payroll set up
4. Continue through prompts to complete set up

Check inventory conversion (if applicable)

1. Converted to FIFO
2. Conversion tool will send error notifications (if any)

NOTE: Complete and file IRS 3115 if client's costing method will change

Set up users and permissions

1. [Gear](#) > [Your Company](#) > [Manage Users](#)

Company information

1. [Gear](#) > [Your Company](#) > [Account and Settings](#) > [Company](#)

Reconcile accounts

1. [Gear](#) > [Tools](#) > [Reconcile](#)
2. Perform initial reconciliation in QuickBooks Online based on final reconciliation in Desktop

Add attachments

1. Customer list
2. Vendor list
3. Individual transactions
4. Attachment center located in [Gear](#) > [Lists](#) > [Attachments](#)

Lists

1. Make unwanted list items Inactive
2. Merge duplicate list items

Customize sales templates

1. [Gear](#) > [Your Company](#) > [Account and Settings](#) > [Sales](#)

Recreate memorized reports

1. [Reports](#) > [My Custom Reports](#)

Connect apps

1. [QuickBooks Online Accountant](#) > [Apps](#) > [Find Apps](#)

Connect QuickBooks payments

1. [Gear](#) > [Your Company](#) > [Account and Settings](#) > [Payments](#)

Connect bank feeds

1. [Banking](#) > [Add Account](#)

NOTE: To avoid duplication, choose appropriate date range for initial download

Set closing date

1. [Gear](#) > [Your Company](#) > [Account and Settings](#) > [Advanced](#)

Congratulations! The conversion process is complete.