Converting from QuickBooks Desktop to QuickBooks Online

What you'll Learn today…

1. What to expect from the conversion process
2. How to do a conversion
3. First steps to getting started in QuickBooks Online

What to expect from the conversion…

Conversion Summary

- QuickBooks Online looks and feels different
- Basic tasks and transactions are the same
- QuickBooks Online uses the same foundation of lists and transaction forms to do your accounting

What information gets converted?

List Information – converts all of your list information including

- Customer remain the same
- Vendors → Suppliers in QuickBooks Online
- Accounts remain the same
- Items → Products and Services in QuickBooks Online
- Classes remain the same
- Budgets

What information gets converted?

Account Balances – converts all account balances

Transactions Details – converts all transaction

Other Details

- Sales tax filings remain filed
- Multicurrency transactions are converted
- Inventory is converted

What's Different?

User Interface – it looks different with different ways of getting around

Form Templates – Custom Form Styles (additional setup required)

Memorized Reports → Custom Reports (additional setup required)

Inventory – QuickBooks Online uses FIFO (First in – First out costing method)

QuickBooks Premier – features not part of QuickBooks Online

- Units of Measure
- Assembly Items
- Price Levels
- Sales Orders

User Setup – you're required to setup users after converting

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QuickBooks Online Versions

QuickBooks Online Essentials

- 3 users
- Bank Feeds
- Enter Bills and Pay Bills
- Tracking for expenses, sales and banking
- Multicurrency Option

QuickBooks Online Plus

- 5 users
- Class Tracking
- Purchase Orders and inventory
- Budgets
- Location tracking
- Project tracking
- Progress Invoicing

- Prepare for the conversion

Prepare for conversion

1. Update QuickBooks Desktop

2. Verify Data in QuickBooks Desktop

Demo

Getting Started in QuickBooks Online

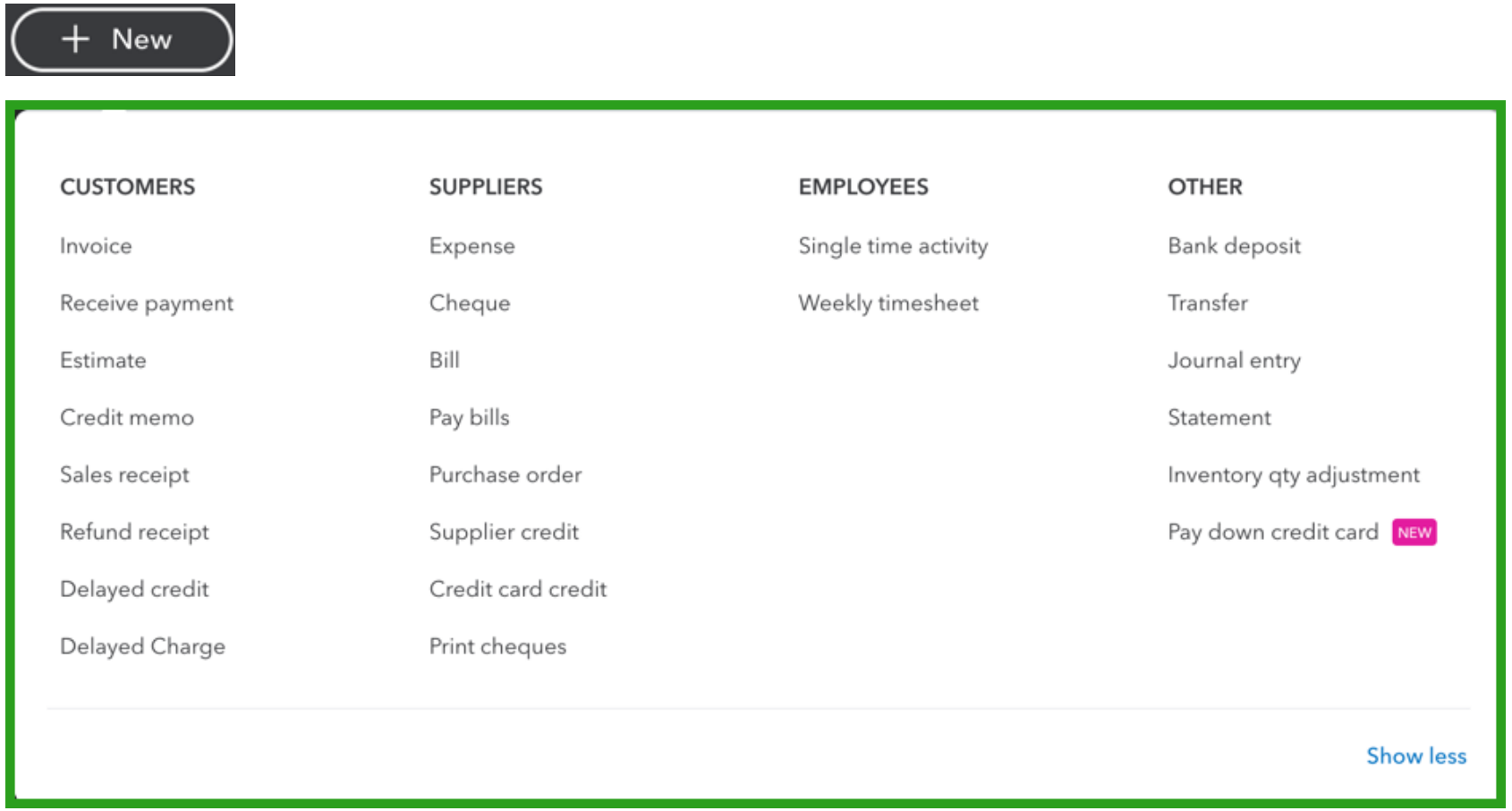
Check your data

Create Reports – All dates created on accrual basis

1. Compare Profit & Loss in QuickBooks Online to QuickBooks Desktop
2. Compare Balance Sheet in QuickBooks Online to QuickBooks Desktop
3. Compare A/R Aging Summary to QuickBooks Desktop
4. Review Lists like customers, suppliers, accounts in QuickBooks Online and compare to QuickBooks Desktop

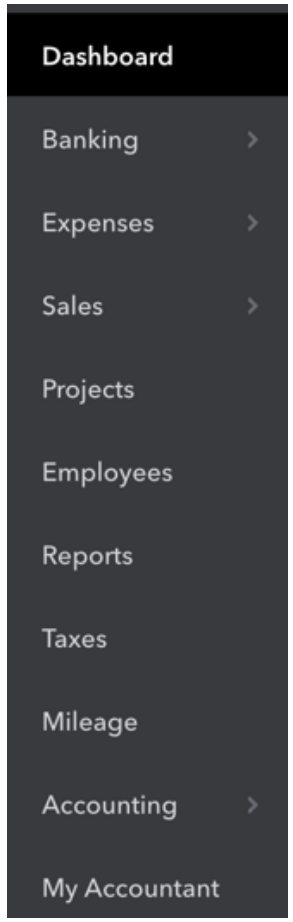
3 Ways to get around QuickBooks Online

New Menu - use this menu to create day-to-day transactions

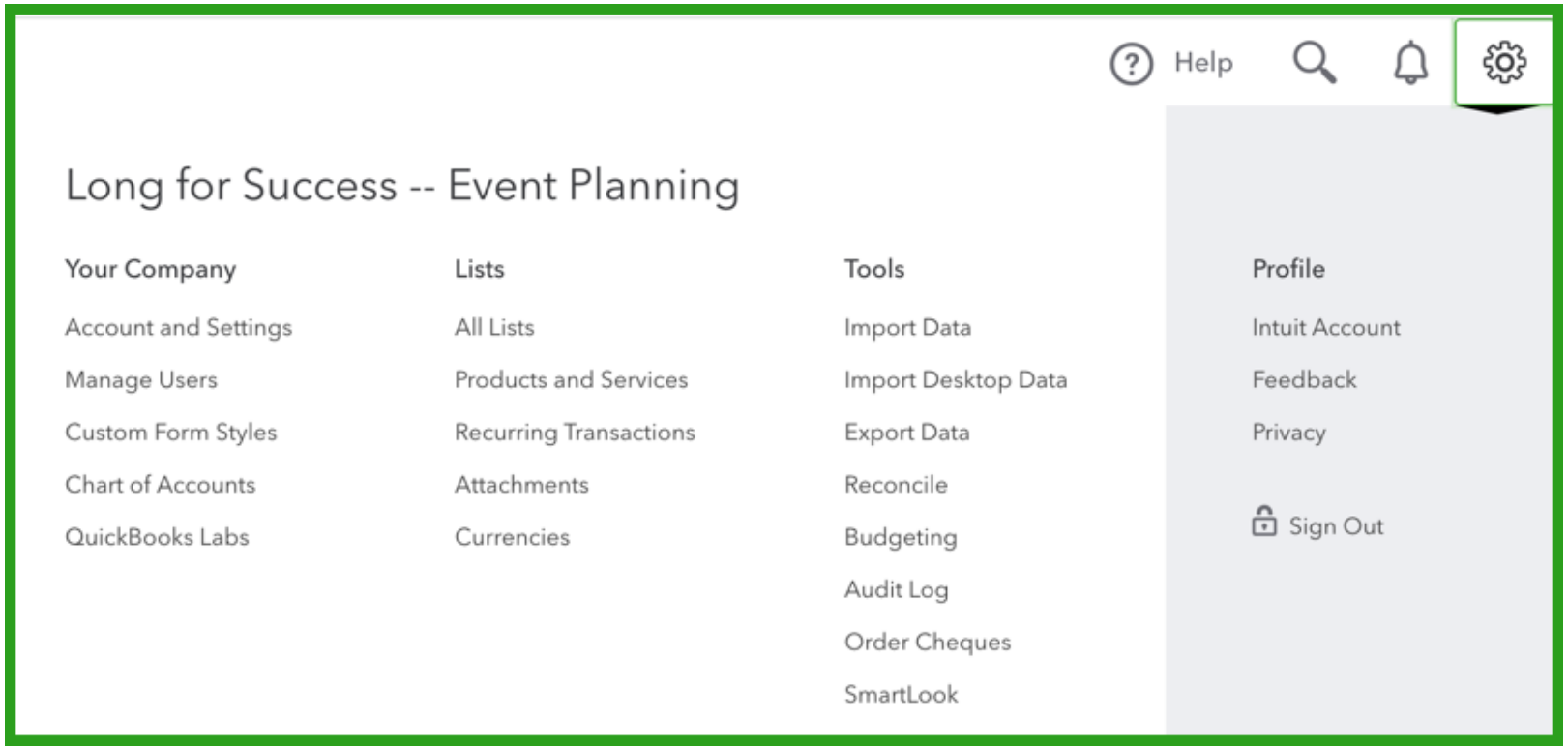


3 Ways to get around QuickBooks Online

Navigation Bar

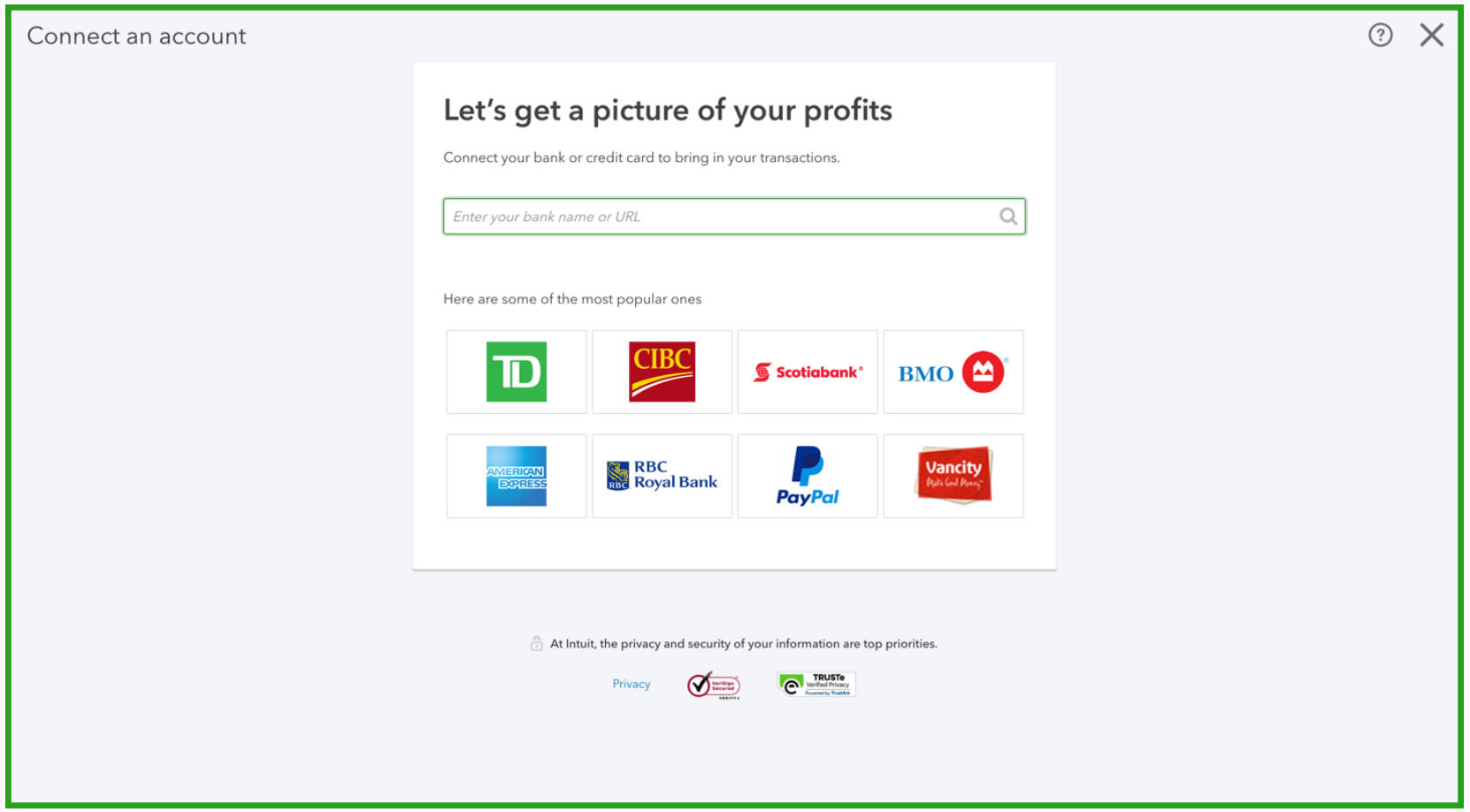


Gear Menu



Connect your Bank Account to QuickBooks Online

Click Connect accounts from your Dashboard…



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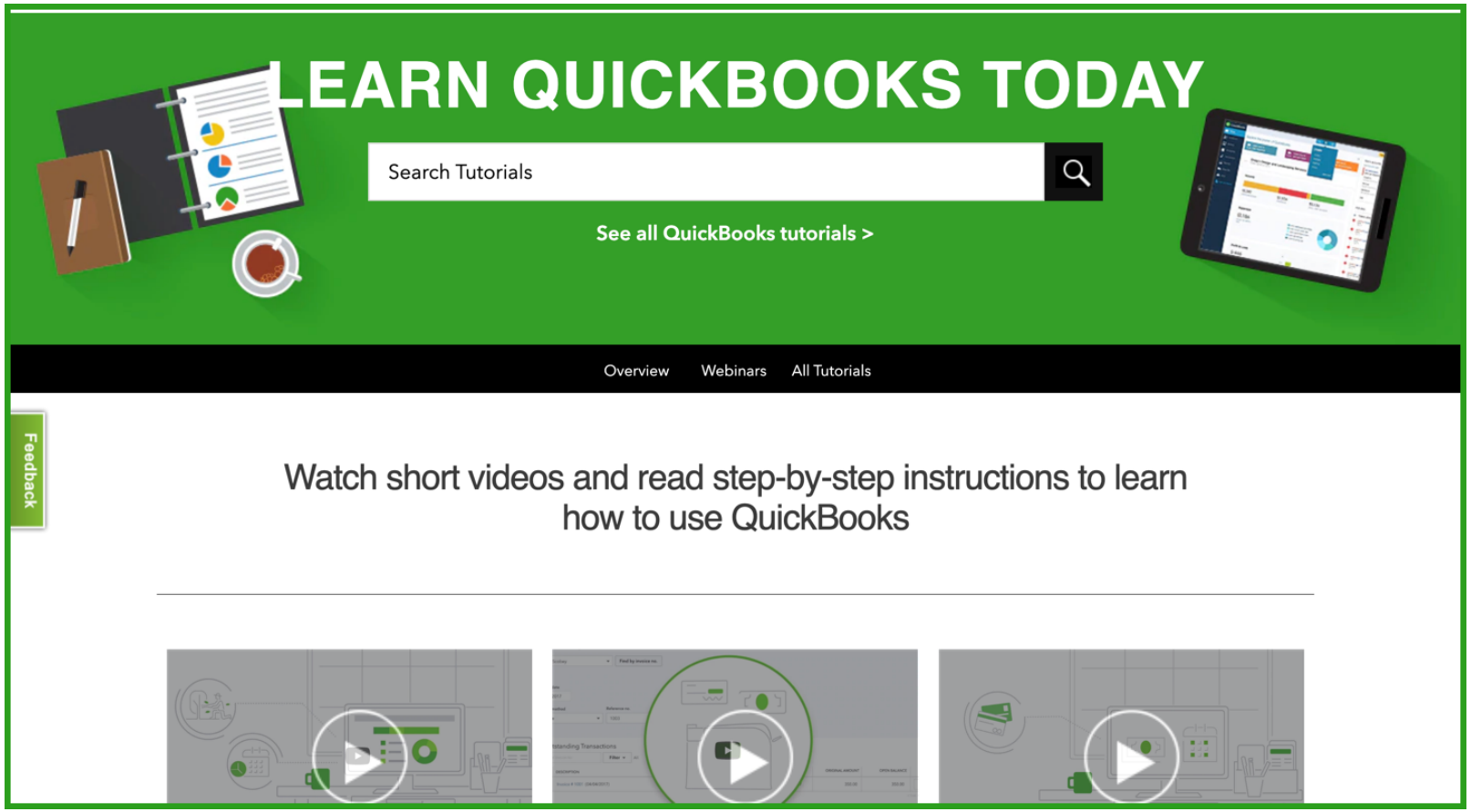
3 Post converstion task to complete setup

1. **Setup Users** –
   - Setup users in your company
   - Invite your accountant
2. **Customize & Save reports** – recreate your memorized reports from QuickBooks Desktop
3. **Format your Sales forms** – customize your forms in QuickBooks Online

Next Steps…

QuickBooks Free Resources – Webinars & Tutorials

Short Tutorials available to help you get the most out of QuickBooks



Next Steps…

1. Need some assistance with conversion?
   Call us at 1-855-731-1061
2. Sign up for the next Discover how to get started in QuickBooks Online class. Click Here to sign up.