Transition Process: QBO to QB Desktop "History" file to Accounting*PRO* file

QBO File	QuickBooks Desktop "History" File	Accounting*PRO* file
OVERVIEW		
Convert Your QBO File into a QB Desktop "History" file.	**Check imported data for accuracy and assign Names into correct types.**	**Move Customer, Vendor, Employee & other names into Accounting*PRO*.**

STEPS (Follow the numbers…)

NOTE: This is a representation of the the general process.
Additional steps may be required for companies with more detailed underlying data or transactions.

1 **Install Your QB Desktop Software to a local computer**

2 **Before transition to QBD**
1. Print Balance Sheet report using ALL dates.
2. Print A/R Aging Summary for all dates.
3. Print A/P Aging Summary for all dates.
4. Print P&L Report using ALL dates.
5. Review procedures related to any other data that will need to be converted and print

3 **Contact the QBO support team and ask them to help you transition your file from QBO to QBD.**

4 **Convert Your QBO File into QB Desktop file.** → **Your QBO File converted into a QB Desktop file**

5 **After transition to QBD,** print the following reports. **Compare results.** If you see issues, research QBO and **make corrections in QB desktop as needed**. Continue until all reports agree:

1. Balance Sheet report: ALL dates.
2. A/R Aging Summary: All dates.
3. A/P Aging Summary: All dates.
4. Profit &Loss Report: ALL dates.
5. Any other important data.

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7 **Next step:** Go to **Lists > "Other Names."** This List may contain customer and job names, vendor names, and (possibly) employee names. If so:

1. Right click and, from the dropdown menu, select **Change Other Name Types.**
2. You will then see a pop-up screen that lets you re-assign names into the proper name types.

8 **Move Customer:Job, Vendor** and (if applicable) **Other Names** and **Employee Names** into a "holding" file - so that you can then import them into your **Accounting*PRO*** file.

1. Go to **File > Utilities > Export > Lists to IIF Files.**
2. Select the Lists that you want. Suggested (if they apply):
   ...Customer List
   ...Vendor List
   ...Employee List
   ...Other Names List
   ...Payment Terms List
   ...Customer Message List
   ...Sales Tax Code List
3. Click **OK**.
4. Select the location on your computer where you would like to save the file (remember the location!), **name the file, and click SAVE.**
5. You may see a message that says **Working".**, and then you should see a message that says **"Your data has been exported successfully."**

9 **Open your Accounting*PRO*** company file.

1. Go to **File > Utilities > Import > IIF files...**
2. Locate the file that you just exported from the QB Desktop "History" file.
3. Click **Open.**
4. After a moment, you should see a message that says **"Your data has been imported".**