




Looking inside a QuickBooks Online Conversion and client onboarding

Tania Franolic, Service Delivery Manager



A photograph of two young women with blonde hair, seen from the chest up, engaged in conversation outdoors at night. The woman on the left is in profile, looking towards the right, wearing a dark jacket with a light-colored fur collar. The woman on the right is seen from the back, looking towards the left. The background is dark and out of focus, with some green foliage visible. The text "Take a minute to connect with your neighbour" is overlaid in white on the right side of the image.

Take a minute
to connect with
your neighbour

#QBConnect | WiFi: QBConnect

CPD Process

In order to receive CPD credit

- Be sure to sign in or scan your badge for this session
- You must stay in the session for the duration of the training
- This session is eligible for **1 hour of CPD**
- CPD certificates are emailed directly to you within 4 weeks of the conference date to the same email address you used to register

About Today's Speaker



Tania Franolic, CPB

Intuit Canada, Service Delivery Manager

Owner, Legal Eagle Admin Services

Certified Profession Bookkeeper, IPBC

QBO Advanced Certified ProAdvisor

20 years bookkeeping experience

Agenda

Introduction

Your SDM team

Choosing the right client & subscription

Who's a good candidate TODAY

QuickBooks Desktop (QBDT) to QBO best practices

Sage, Xero & Lists to QBO

Questions



Your Service Delivery Managers

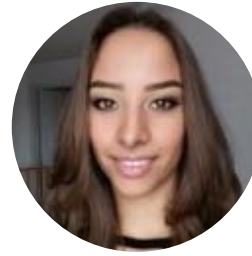
Your SDM team



Scott Bayley
Manager



Abdul Hachem



Alex Noort



Isabelle Malo



Janelle Charriere



Kudzanai Chasosa



Rami Karaman



Sarah Bell



Tania Franolic

What does your SDM team do

Direct you towards training

- What options for training are available
- Where to find training
- Provide additional training resources like webinar links & upcoming events
- Explain the benefits of training & ProAdvisor

Assist with migrations

- Take these off your plate so you can continue running your business
- Provide post-migration analysis & indicate discrepancies for easier AJE

What does your SDM team do (continued)

Provide Onboarding Resources for your firm & for you to provide to clients

- Training tutorial videos & onboarding resources for clients
- Benefits of the cloud
- CoA templates for specific industries
- Other resources to help remove barriers to your growth & increase your efficiency (tell us what you need)

Client Segmentation

- Help you determine which clients are a good fit for QuickBooks Online (QBO)
- Help you achieve your goal for migrating clients to QBO by keeping you accountable to the plan you set



Determining the Right Client for QuickBooks Online (QBO)

Choosing the right client & subscription

- Service Based
 - Professional Corps
 - Small inventory
 - No need for servers
 - Users are tech savvy
 - Willing to jump in with both feet
-
- ✗ Extensive company & employee history
 - ✗ Complex inventory needs


Restrictions in QBO

Not available in QBO:

- X Sales Orders - Sales Receipts are though
- X Fixed Asset Tracking w/Fixed Asset Manager
- X Price Levels
- X Estimate to Actual Reporting
- X Balance Sheet by Class for NPOs

Subscription types

Task	EasyStart	Essentials	Plus	Self-Employed
Track Mileage	X	X	X	X
Sort Business & Personal Transactions				X
Track Income & Expenses	X	X	X	X
Capture & Organize Receipts	X	X	X	X
Run Reports	X	X	X	X
Invoice & Accept Payments	X	X	X	X
Progress Invoicing	X	X	X	
Send Estimates	X	X	X	
Multiple Users		X	X	
Manage Bills & Payments		X	X	
Multi-Currency Support		X	X	
Track Time		X	X	
Track Project Profitability			X	
Track Inventory			X	
Standard Payroll	X	X	X	
Advanced Payroll	X	X	X	



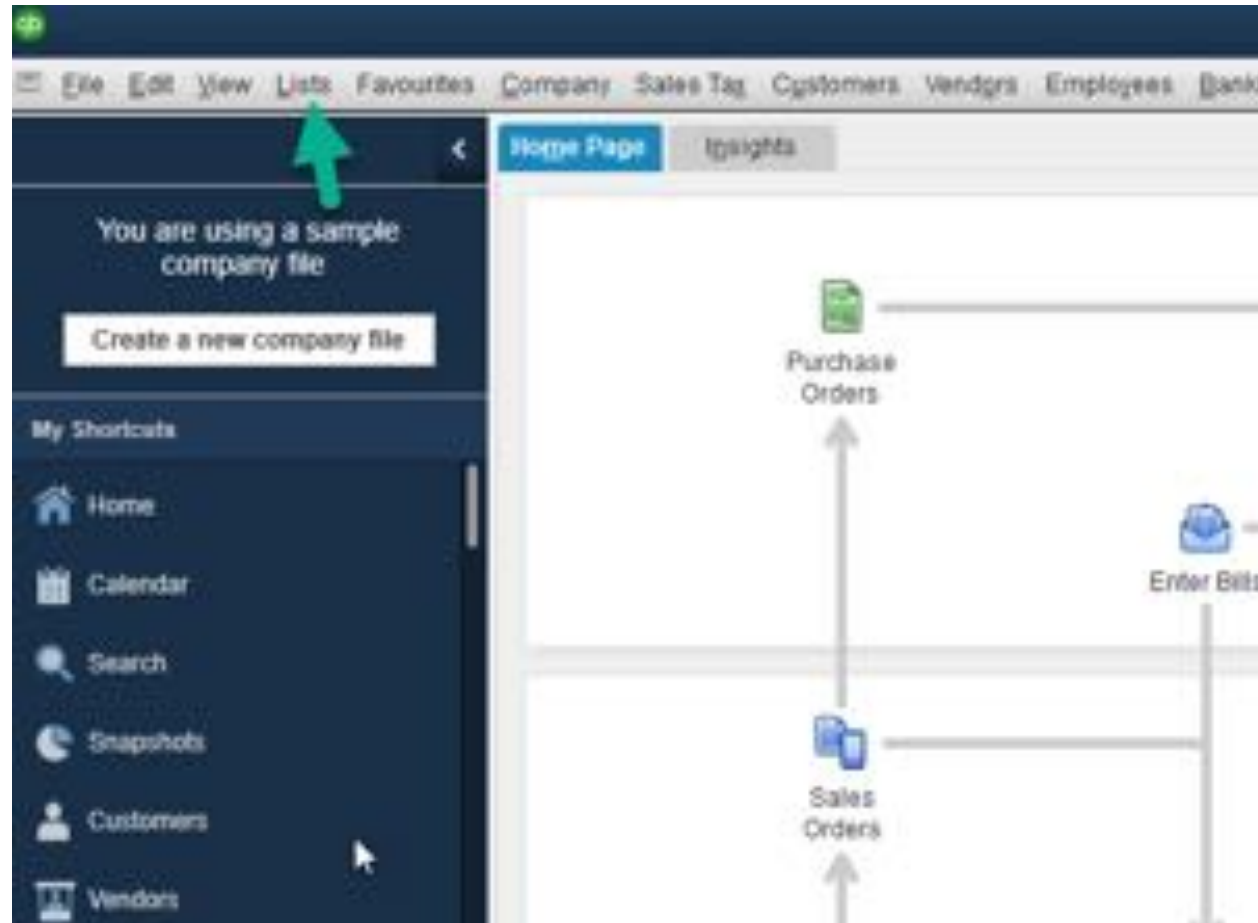
QuickBooks Desktop (QBDT) to QuickBooks Online Migrations

Checklist for QBDT to QBO Migrations

- Target total less than 350,000
- Pro/Premier version 2009 or later
- If file has multi-currency, turn on multi-currency in QBO before migrating

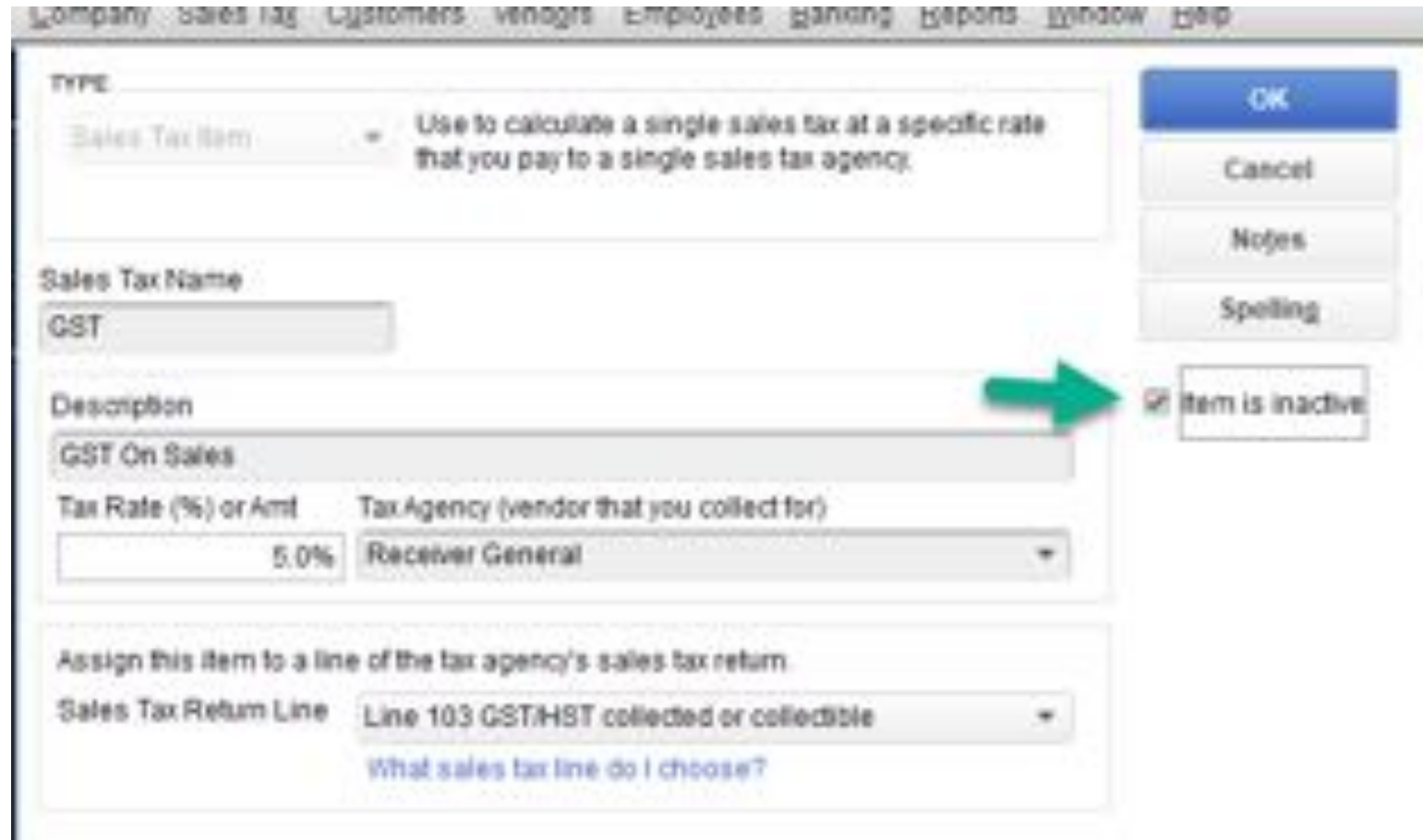
Step 1 - Pre-Migration

Make your Sales Tax items inactive (List, Item List, "Sales Tax Item", tick "Item is inactive")



Step 1 - Pre-Migration (continued)

Make your Sales Tax items inactive (List, Item List, "Sales Tax Item", tick "Item is inactive")



The screenshot shows the 'Sales Tax Item' setup window in QuickBooks. The window has a menu bar at the top with options: Company, Sales Tax, Customers, Vendors, Employees, Banking, Reports, Window, and Help. The main area contains the following fields and options:

- TYPE:** A dropdown menu set to 'Sales Tax Item'. To its right is a description: 'Use to calculate a single sales tax at a specific rate that you pay to a single sales tax agency.'
- Sales Tax Name:** A text field containing 'GST'.
- Description:** A text field containing 'GST On Sales'. A green arrow points to this field.
- Tax Rate (%) or Amt:** A text field containing '5.0%'.
- Tax Agency (vendor that you collect for):** A dropdown menu set to 'Receiver General'.
- Item is inactive:** A checkbox that is checked, with a green arrow pointing to it.
- Assign this item to a line of the tax agency's sales tax return:** A section containing a dropdown menu set to 'Line 103 GST/HST collected or collectible' and a link that says 'What sales tax line do I choose?'.

On the right side of the window, there are four buttons: 'OK' (blue), 'Cancel', 'Notes', and 'Spelling'.

Step 1 - Pre-Migration (continued)

Make your Sales Tax items inactive (List, Item List, "Sales Tax Item", tick "Item is inactive")

NAME	DESCRIPTION	TYPE	ACCOUNT
+Consulting		Service	Sales
+League Fees	Monthly Charges	Service	Sales
+Hockey Sticks	Hockey Sticks	Inventory Part	Sales
+Replica Mini Kitchener (Blad.	Replica Mini Kitchener Blades	Inventory Part	Sales
+Replica Mini Road Runners	Replica Mini Road Runners	Inventory Part	Sales
+Replica Mini Team Green	Replica Mini Team Green	Inventory Part	Sales
+Mini Lord Stanley Cup	Silver Cup	Inventory Part	Sales
+Replica Uniforms	Replica Uniforms	Inventory Part	Sales
+Kitchener Blades	Kitchener Blades	Inventory Part	Sales
+Road Runners	Road Runners	Inventory Part	Sales
+Team Green	Team Green	Inventory Part	Sales
+Pro Workout	Work out with Pro Hockey Star	Non-inventory Part	Sales
+One Time Sale		Other Charge	Sales
+Weekly Cash Sales	Weekly Sales Total Cash	Other Charge	Sales
+Subtotal		Subtotal	
+1 Camp Souvenirs Kitchener	Camp Souvenirs Kitchener Blades	Group	
+2 Camp Souvenirs Road Runn.	Full package Road Runners	Group	
+3 Camp Souvenirs Team Green	Full package souvenirs	Group	
+Sales Discount	10% off all Sales	Discount	Sales Discounts
+Deposit	Customer Deposits	Payment	Undeposited Funds
+GST	GST On Sales	Sales Tax Item	GST/HST Payable
+GST (P/C)	GST On Purchase 5.0%	Sales Tax Item	GST/HST Payable
+GST (P/C) Adjustments	GST Adjustments on purchases (Line 137)	Sales Tax Item	GST/HST Payable
+GST Adjustments	GST Adjustments on sales (Line 104)	Sales Tax Item	GST/HST Payable
+GST Instalment	Installments and net tax paid (Line 113)	Sales Tax Item	GST/HST Payable
+GST On Purchase 0.0%	GST On Purchase 0.0%	Sales Tax Item	GST/HST Payable
+GST On Sales 0.0%	GST On Sales 0.0%	Sales Tax Item	GST/HST Payable
+PST On Purchase 0.0%	PST On Purchase 0.0%	Sales Tax Item	
+PST On Purchase 0.0%	PST On Purchase 0.0%	Sales Tax Item	
+PST On Sales 0.0%	PST On Sales 0.0%	Sales Tax Item	PST Payable
+PST On Sales 0.0%	PST On Sales 0.0%	Sales Tax Item	PST Payable
+Summary GST for purchases	Summary GST for purchases	Sales Tax Item	GST/HST Payable
+Summary GST for sales	Summary GST for sales	Sales Tax Item	GST/HST Payable
+Summary PST for purchases	Summary PST for purchases	Sales Tax Item	
+Summary PST for sales	Summary PST for sales	Sales Tax Item	PST Payable
+GST 0.0%, PST 0.0% Purchase	GST 0.0%, PST 0.0% Purchase	Sales Tax Group	
+Standard ON Purchases	GST 0.0%, PST 0.0% Purchase	Sales Tax Group	
Standard ON Sales	GST 0.0%, PST 0.0% Sales	Sales Tax Group	

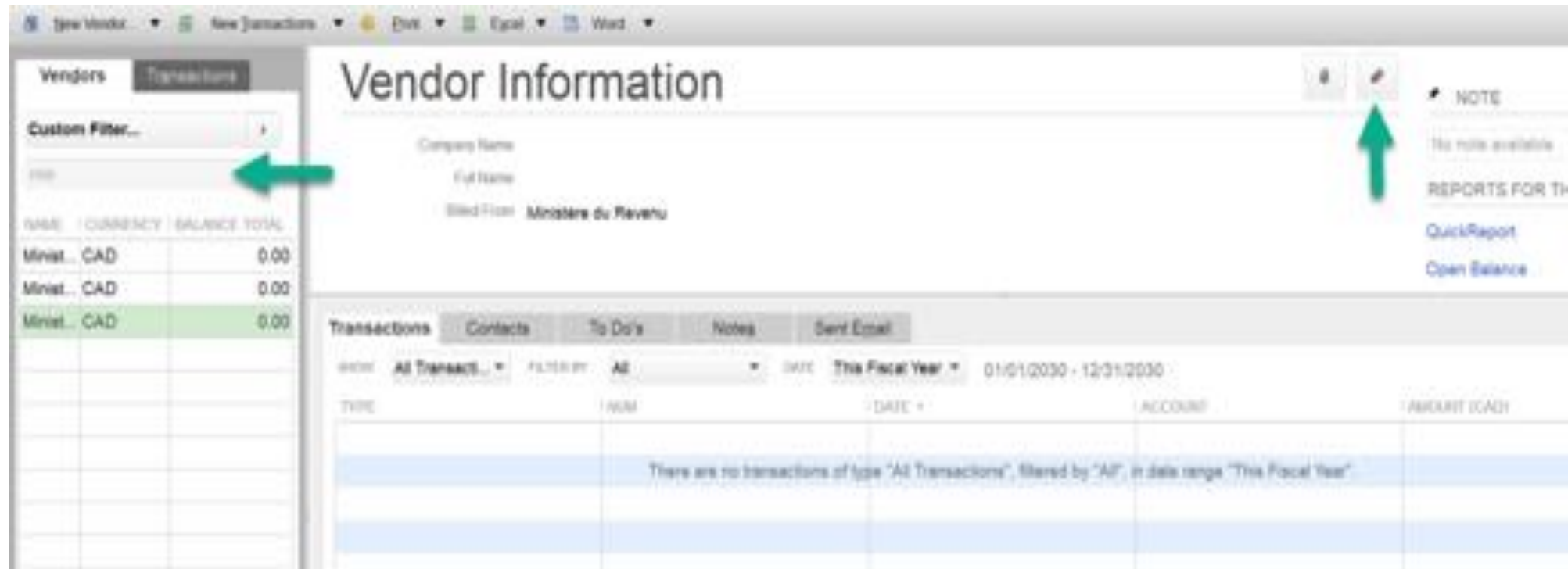
Step 2 - Pre-Migration

Make your Ministere du Revenue Vendor Account a non-Sales Tax Agency (Vendors, Vendor Centre, Ministere du Revenue, "Edit", "Sales Tax Settings" tab, Untick boxes from bottom to top)



Step 2 - Pre-Migration (continued)

Make your Ministere du Revenue Vendor Account a non-Sales Tax Agency (Vendors, Vendor Centre, Ministere du Revenue, "Edit", "Sales Tax Settings" tab, Untick boxes from bottom to top)



Step 2 - Pre-Migration (continued)

Make your Ministère du Revenu Vendor Account a non-Sales Tax Agency (Vendors, Vendor Centre, Ministère du Revenu, "Edit", "Sales Tax Settings" tab, Untick boxes from bottom to top)

VENDOR NAME: **Ministère du Revenu**

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

Address Info

COMPANY NAME:

FULL NAME: Mr/Ms. First: M.I.: Last:

JOB TITLE:

Main Phone: Main Email:

Work Phone: CC Email:

Mobile: Website:

Fax: Other 1:

ADDRESS DETAILS

BILLED FROM:

SHIPPED FROM:

☐ Vendor is inactive

Step 2 - Pre-Migration (continued)

Make your Ministere du Revenue Vendor Account a non-Sales Tax Agency (Vendors, Vendor Centre, Ministere du Revenue, "Edit", "Sales Tax Settings" tab, Untick boxes from bottom to top)

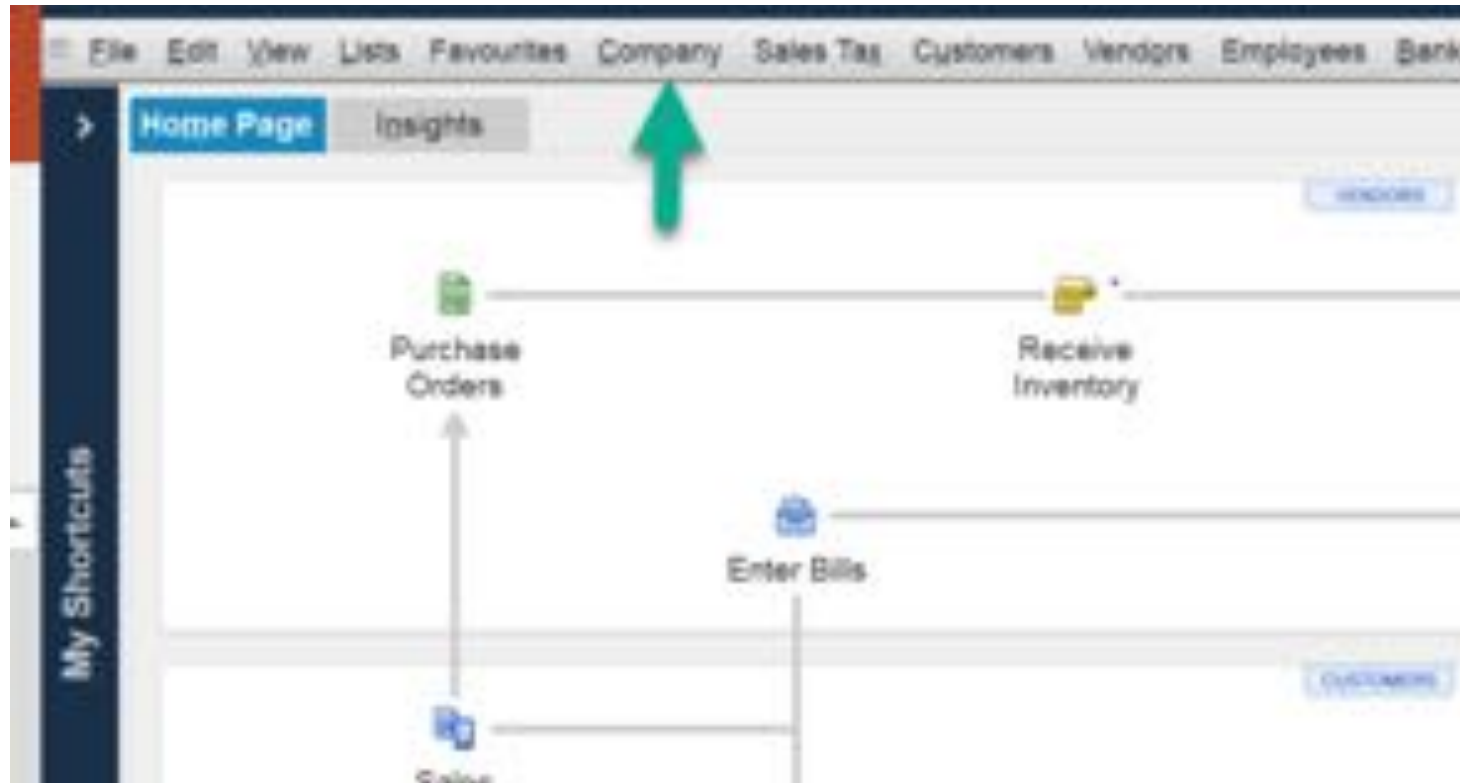
The screenshot shows the 'Sales Tax Settings' tab for a vendor. The left sidebar contains the following tabs: Address Info, Payment Settings, Sales Tax Settings (selected), Account Settings, and Additional Info. The main content area is titled 'SALES TAX INFORMATION' and includes the following fields and checkboxes:

- ☐ Vendor is a Sales Tax Agency
- TAX CODE: [Empty field]
- COUNTRY: Canada
- BUSINESS NUMBER: [Empty field]
- ☐ Vendor eligible for T4A
- ☐ Vendor eligible for T5018

At the bottom left, there is a checkbox for 'Vendor is inactive'. At the bottom right, there are buttons for 'OK', 'Cancel', and 'Help'. Green arrows and numbers are overlaid on the image to indicate the sequence of actions: a green arrow points to the 'Sales Tax Settings' tab (labeled '3'), a green arrow points to the 'Vendor is a Sales Tax Agency' checkbox (labeled '2'), and a green arrow points to the 'Vendor eligible for T5018' checkbox (labeled '1').

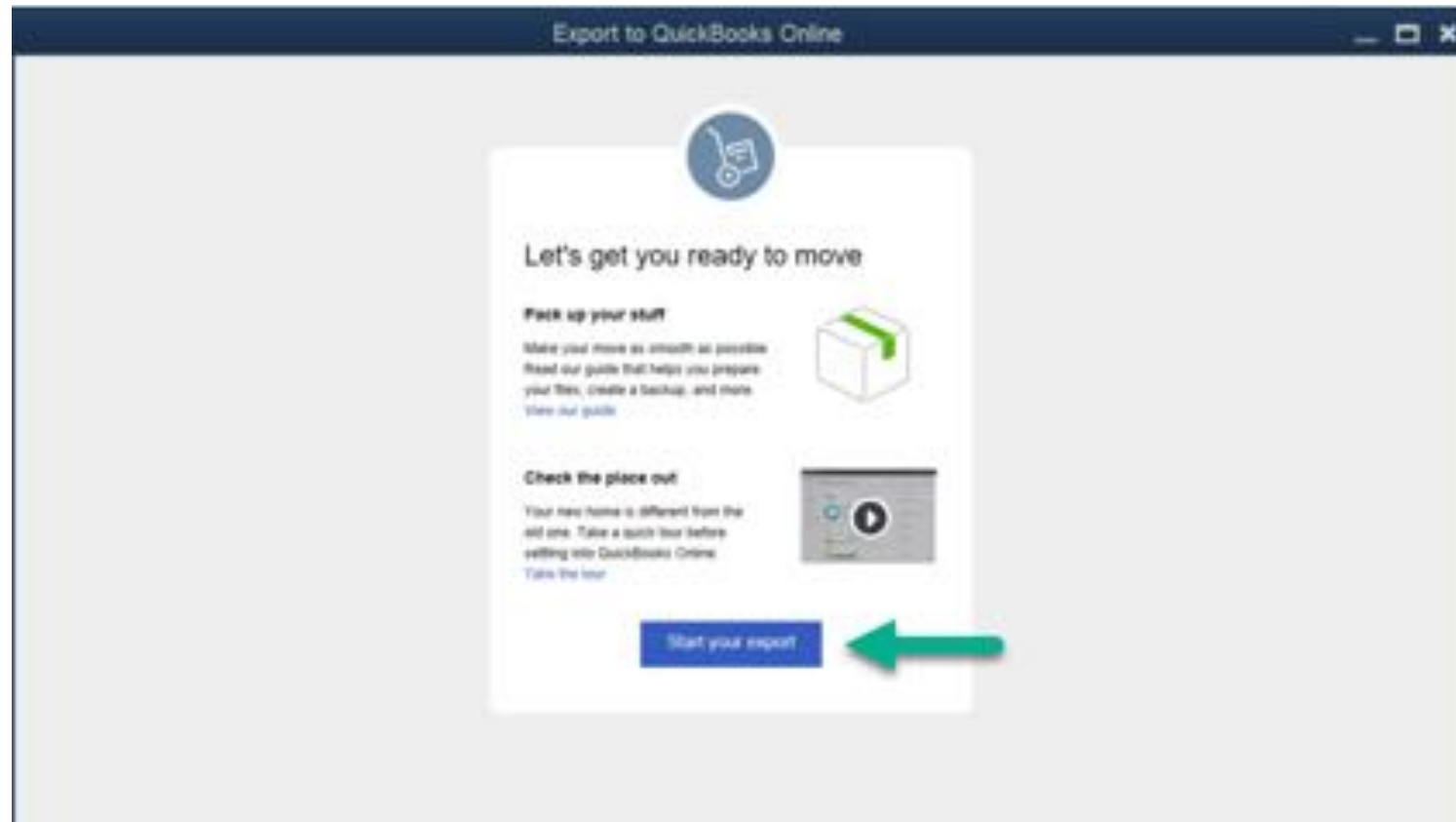
Step 3 - Pre-Migration

"Company", "Export Company File to QuickBooks Online ", follow on-screen instructions



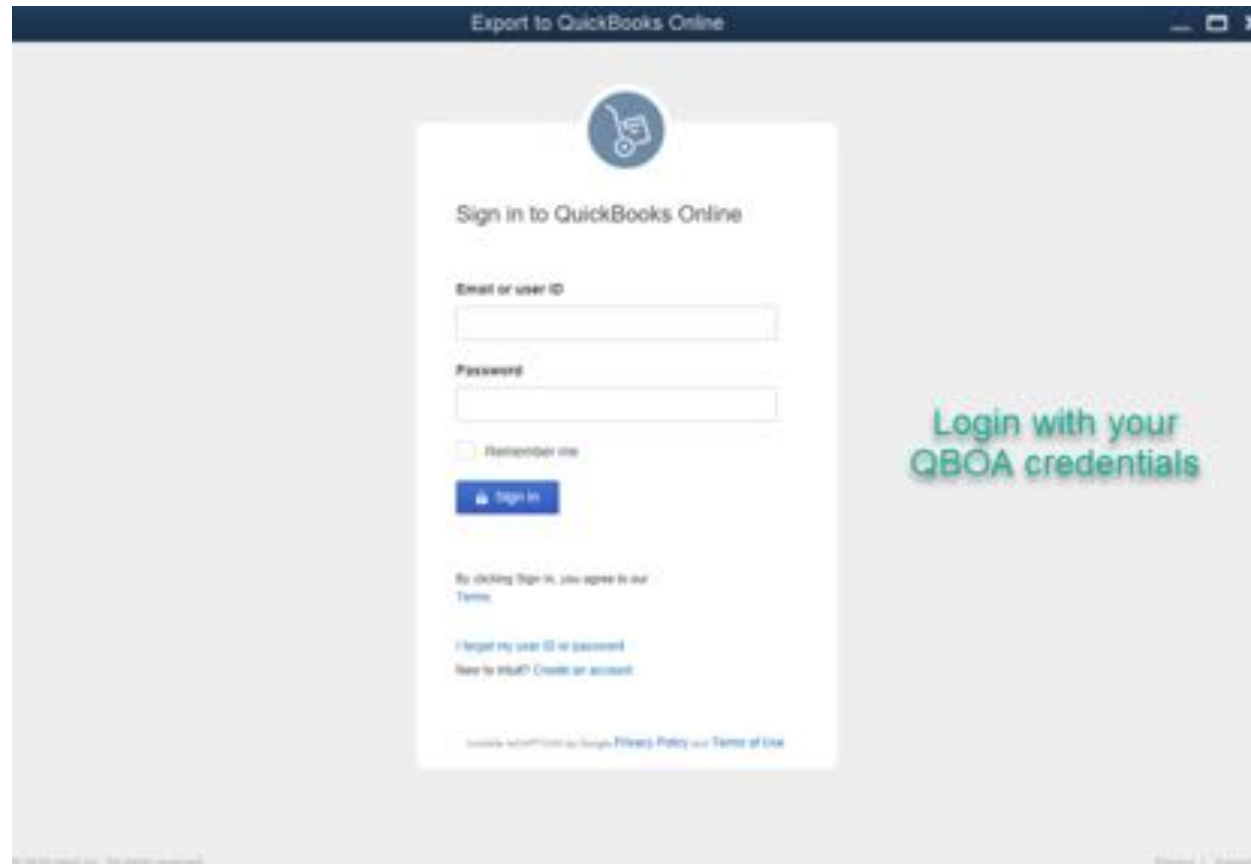
Step 3 - Pre-Migration (continued)

"Company", "Export Company File to QuickBooks Online ", follow on-screen instructions



Step 3 - Pre-Migration (continued)


"Company", "Export Company File to QuickBooks Online", follow on-screen instructions



Step 3 - Pre-Migration (continued)

"Company", "Export Company File to QuickBooks Online ", follow on-screen instructions

If you have inventory, select the current date



Do you want to bring over inventory?

QuickBooks Online values your inventory using the FIFO (First In First Out) method instead of average cost. FIFO reflects costs more accurately, especially if prices change over time.

[Learn about this change.](#)

☒ Yes, bring over inventory using FIFO, starting on the date specified below

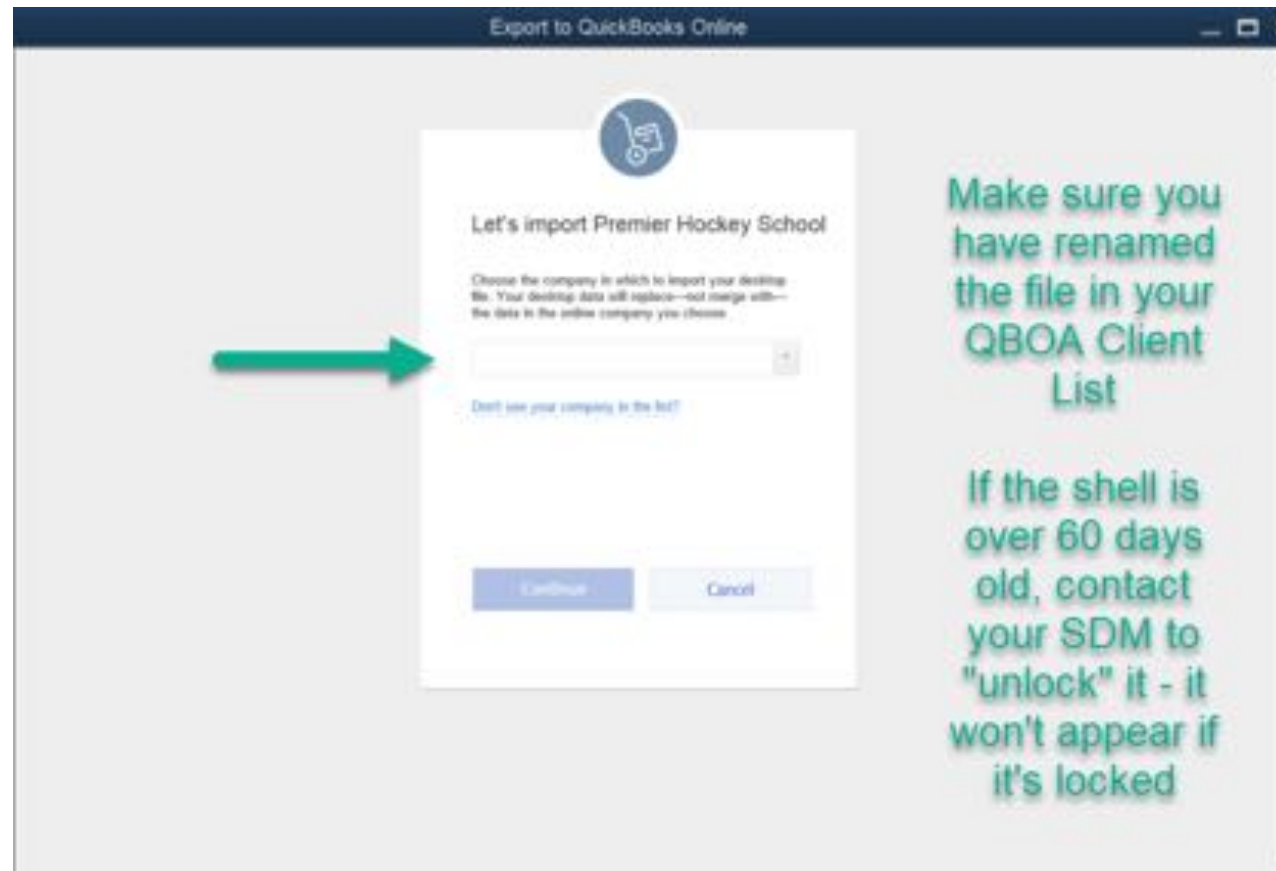
Choose the as of date

☐ No, don't bring over inventory or track quantity on hand

[Continue](#) [Cancel](#)

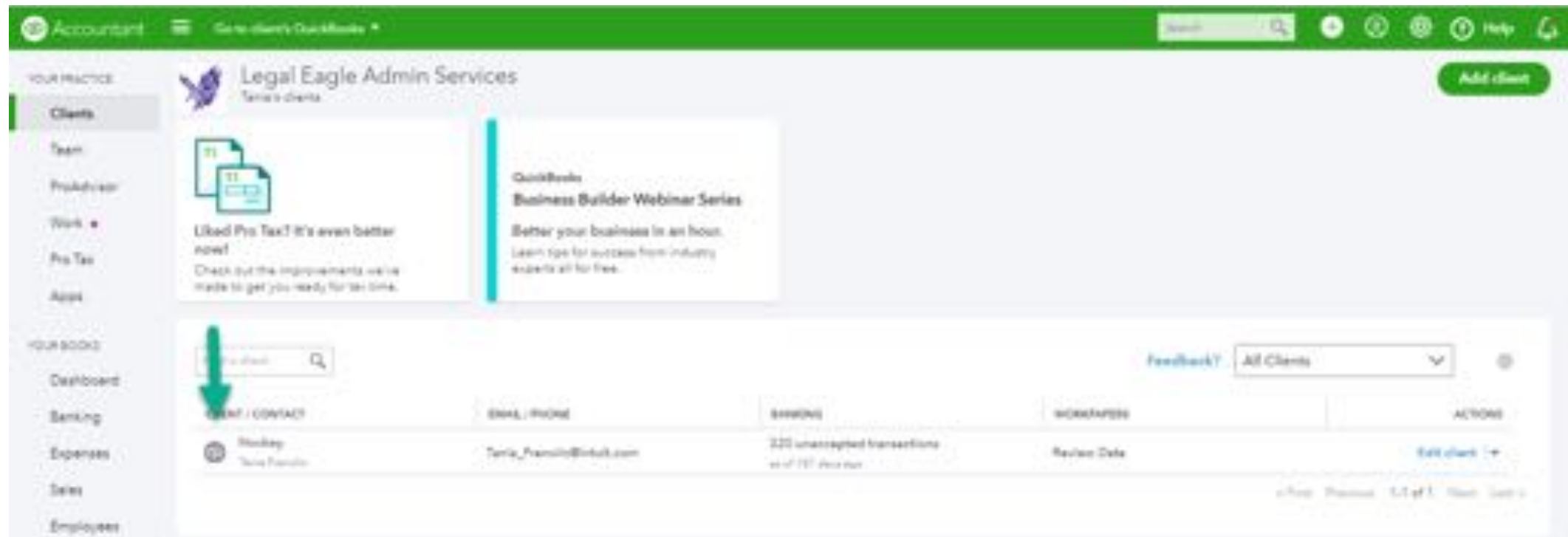
Step 3 - Pre-Migration (continued)

"Company", "Export Company File to QuickBooks Online ", follow on-screen instructions



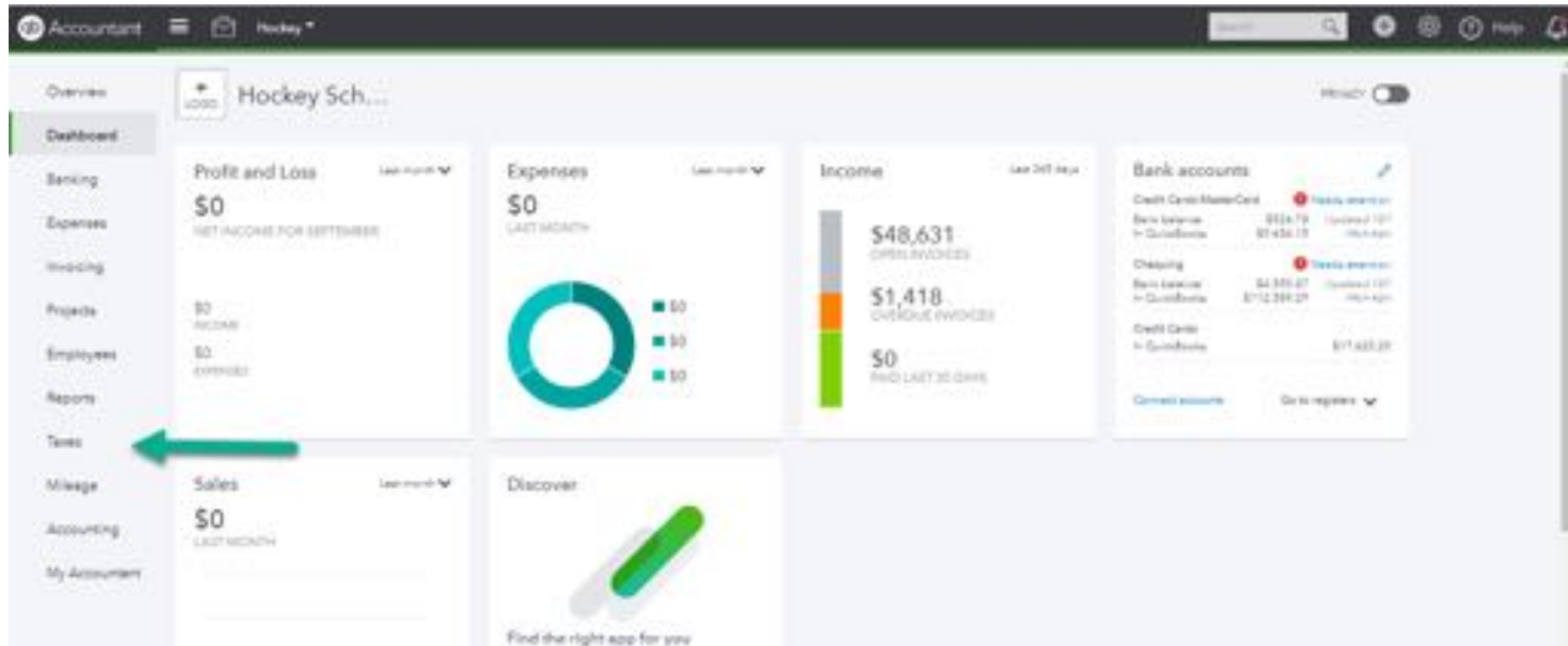
Step 4 - Post-Migration

Login to your QBOA, go to QBO file (if you didn't migrate into firm books), Make all imported tax codes inactive & turn on taxes for applicable province(s)



Step 4 - Post-Migration (continued)

Login to your QBOA, go to QBO file (if you didn't migrate into firm books), Make all imported tax codes inactive & turn on taxes for applicable province(s)



Step 4 - Post-Migration (continued)

Login to your QBOA, go to QBO file (if you didn't migrate into firm books), Make all imported tax codes inactive & turn on taxes for applicable province(s)

Accountant Hockey School

Overview Sales Tax | Receiver General

Dashboard

Banking

Expenses

Invoicing

Projects

Employees

Reports

Taxes

Mileage

Accounting

My Accountants

\$1,279.54

04/01/2020 - 04/30/2020

\$2,055.35 COLLECTED ON SALES

\$775.81 PAID ON PURCHASES

\$0.00 ADJUSTMENTS

Great work! You're current on your returns and payments.

Manage sales tax

View reports

Returns Payments

All returns

START DATE	END DATE	FILE DATE	AMOUNT DUE	PAYMENTS	BALANCE	STATUS	ACTION
Need return to file							
04/01/2020	04/30/2020		\$1,279.54	\$0.00	\$1,279.54	Over	Prepare return
Filed returns							
01/01/2020	03/31/2020	03/31/2020	\$14,307.62	\$14,307.62	\$0.00	Filed and paid	View summary

1 of 10 Previous 1-2 of 2 Next Last

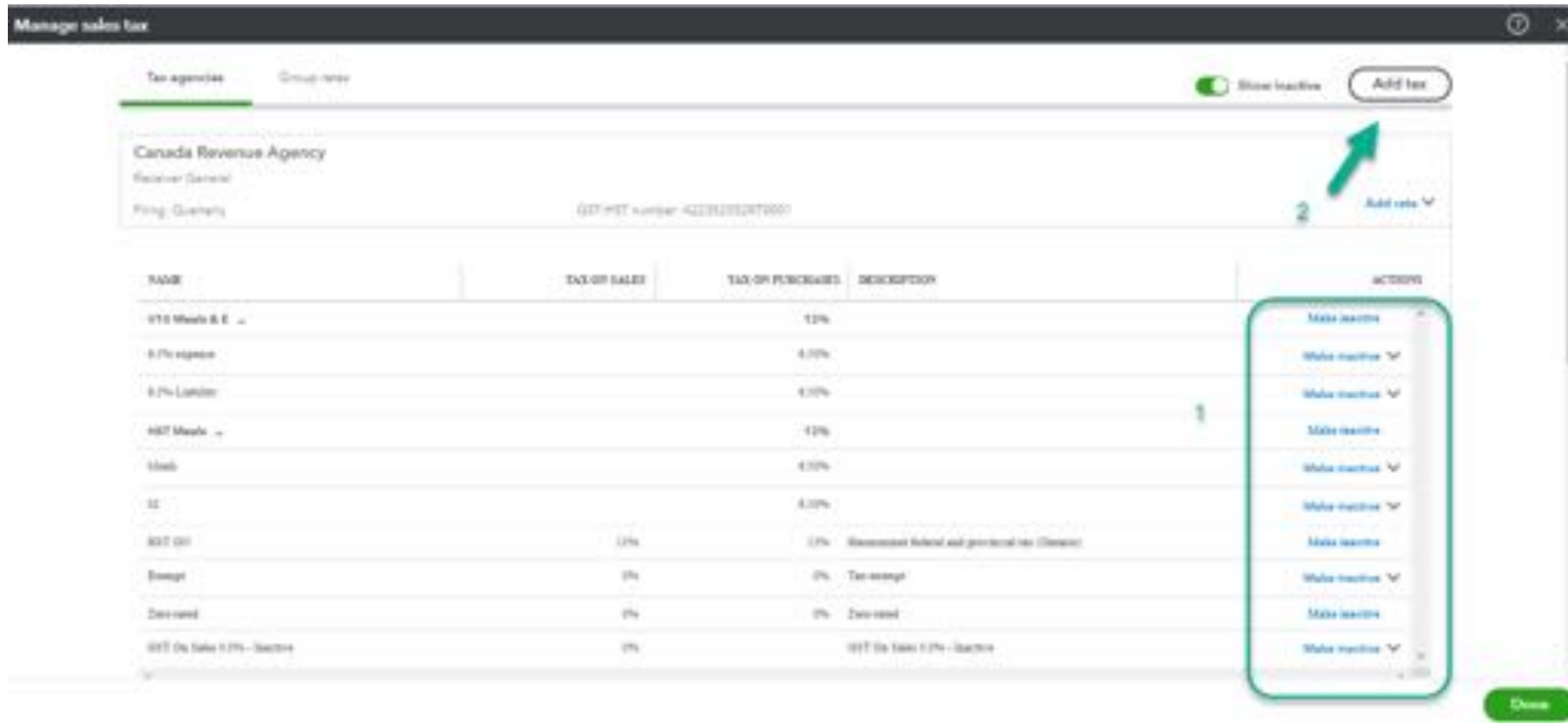
Step 4 - Post-Migration (continued)

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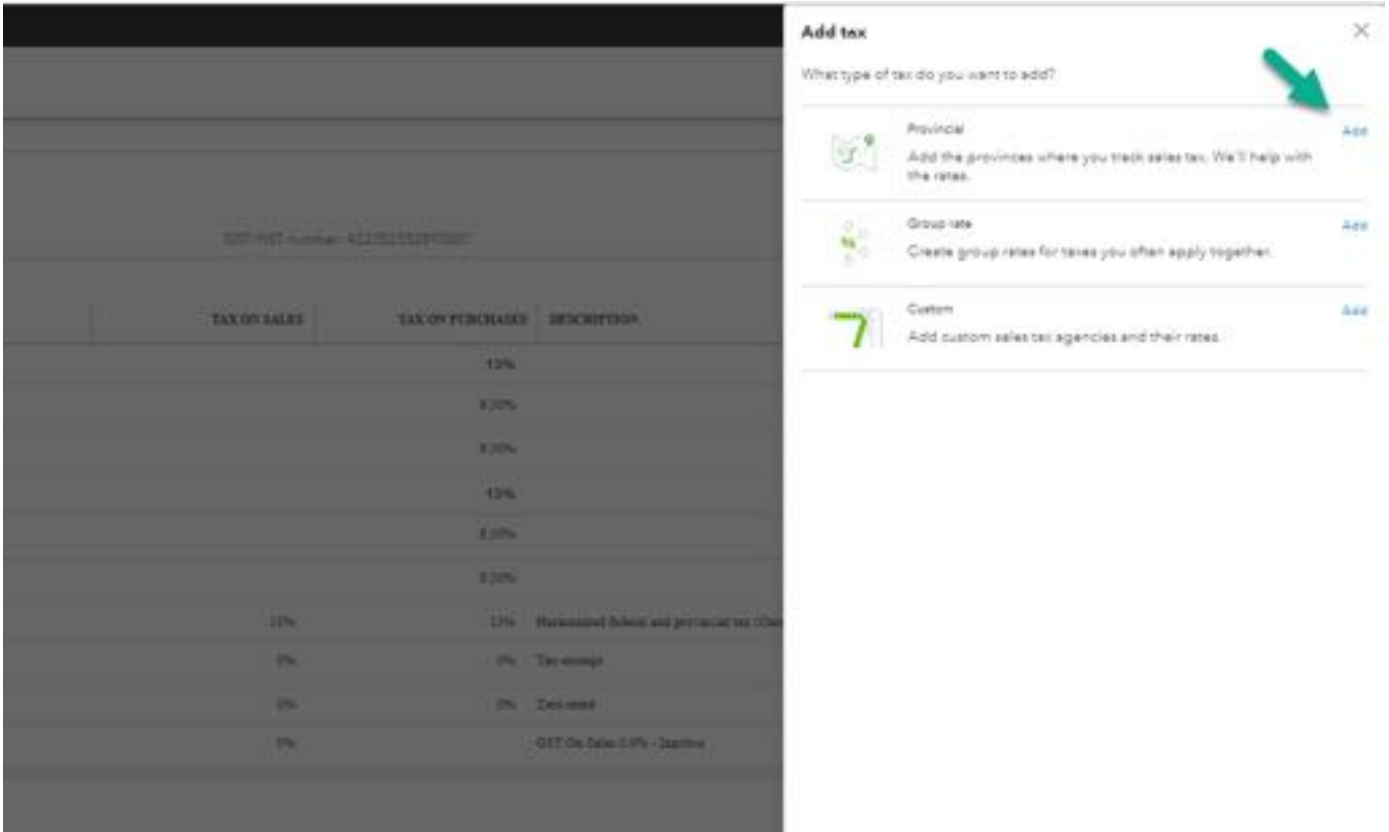
Step 4 - Post-Migration (continued)

Login to your QBOA, go to QBO file (if you didn't migrate into firm books), Make all imported tax codes inactive & turn on taxes for applicable province(s)



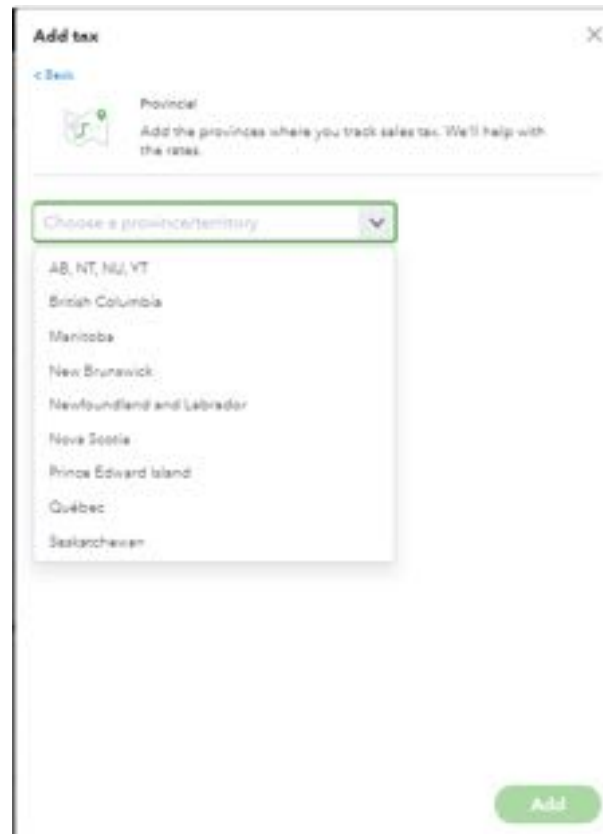
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Login to your QBOA, go to QBO file (if you didn't migrate into firm books), Make all imported tax codes inactive & turn on taxes for applicable province(s)



Step 4 - Post-Migration (continued)

Login to your QBOA, go to QBO file (if you didn't migrate into firm books), Make all imported tax codes inactive & turn on taxes for applicable province(s)



Add tax

< Back

Provincial
Add the provinces where you track sales tax. We'll help with the rates.

Choose a province/territory

- AB, NT, NU, YT
- British Columbia
- Manitoba
- New Brunswick
- Newfoundland and Labrador
- Nova Scotia
- Prince Edward Island
- Québec
- Saskatchewan

Add

Step 5 - Compare your data

Sales Tax Module

- Run for each Sales Tax Vendor
- Run for the next period to be filed (in Desktop "View Prior Returns" to see last filing & frequency if you've inherited the file)
- If Sales Tax module never used in QBDT, run from 01/01/1999 to current date

Profit & Loss*

Balance Sheet*

AR Summary*

AP Summary*

Step 5 - Compare your data (continued)

Reconciliation Opening Balances for all bank & credit cards

* Run these reports for **ALL DATES** as the full history is coming over from QBDT

[Desktop Migration Template](#)

[Limitations to QBDT Migrations](#)



Sage Migrations

Sage Migrations

- 2 Years of transaction history via journal entry
 - 3rd Year as a trial balance
 - AR & AP Summary for outstanding customers/vendors as of migration date
 - 3-5 business days for turnaround, including post-migration analysis
- !! AR & AP will not be applied exactly to correct invoice but total outstanding will be correct
- !! You will NOT be able to run statements & history for customers/suppliers who did not have an open balance...BUT you can do an advanced search for the line description to find a customer's transaction or invoice #

Sage Migrations (continued)

- !! If you have amounts allocated to zCustomer or zVendor it is because QBO does not allow us to bring in amounts without a customer or supplier attached
- !! 2 things will be required for additional cleanup:
 - !! Consolidate the sales tax into 1 line item so you can use the QBO Sales Tax Module
 - !! A bank reconciliation to bring you to current reconciliation period
- !! You CANNOT edit, delete or alter the JEs that have come in as part of the migration
- !! A reversing JE is required if you have credits to customers/suppliers to close out the zCustomer/zVendor against the Prepaid accounts as QBO keeps them on the same side of the Balance Sheet, Sage puts them on the opposite side
 - !! This will alter your balance sheet but IT IS NOT WRONG, the 2 programs just allocate them differently

[Sage 50 Migration Limitations](#)

Sage Migrations Post-Migration Checks

- We check the P&L for all 3 years
- We check the Balance Sheet for all 3 years
- We check the AR & AP Summaries as of the latest date in Sage



Xero Migrations

Xero Migrations

- List Import of Chart of Accounts and Opening Balances
- 3-5 business days for turnaround

!! Multi-currency is difficult to validate because of Xero's constantly changing exchange rates



List Imports

List Imports

Used for messy desktop files or platforms we can't migrate from

Must be able to provide enough information to complete import templates in QBO ("Gear" icon, "Tools" column, "Import Data")

- Each section has its own template you can download

We can enter opening balances for you if you provide the trial balance

3-5 business days for turnaround

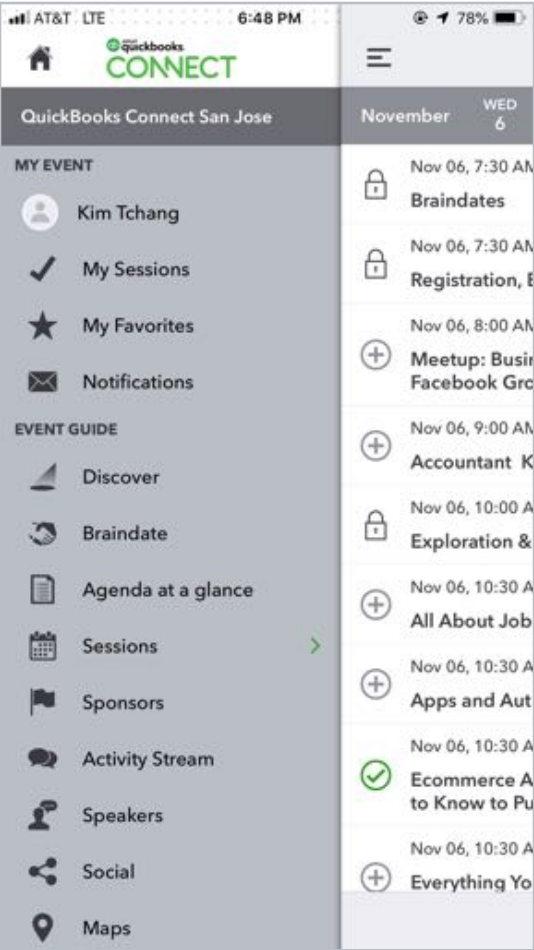


Questions?

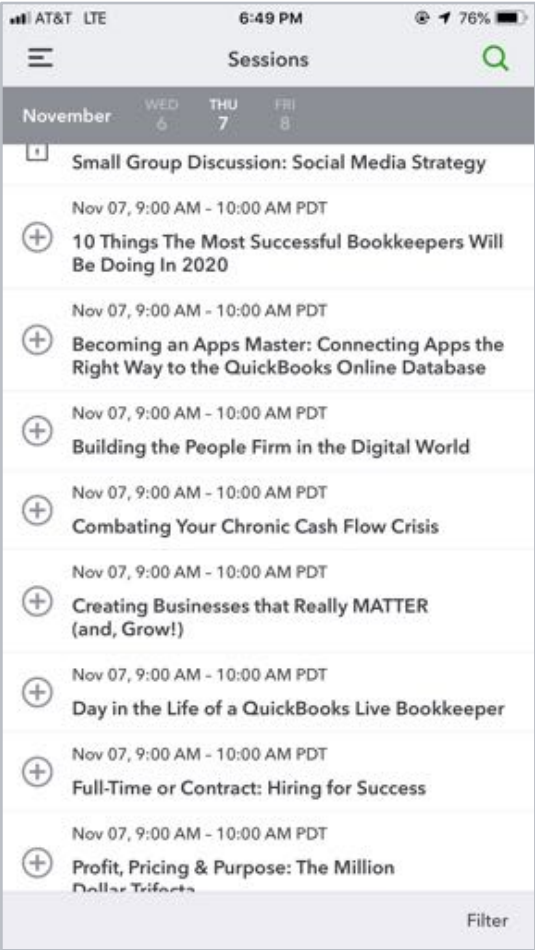
Rate this Session on the QuickBooks Connect Mobile App

Provide feedback to help us design content for future events

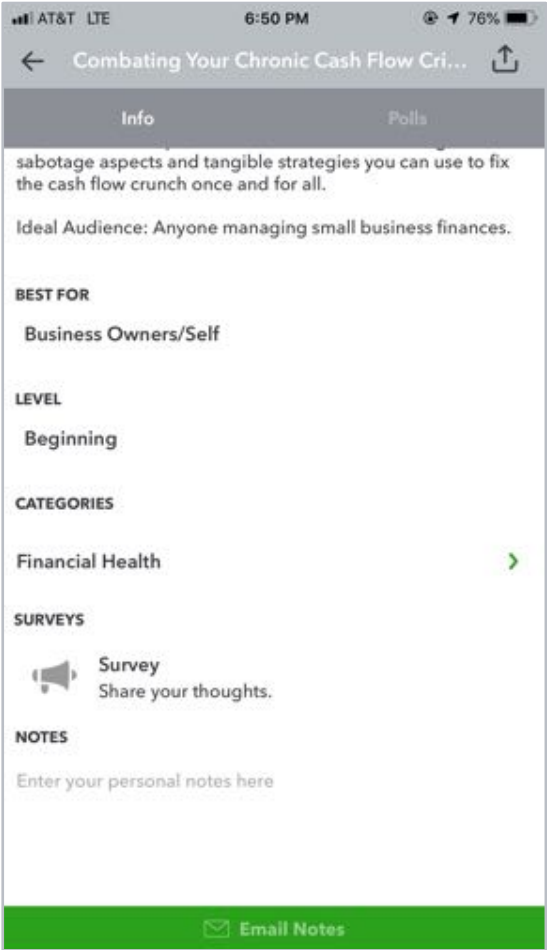
1. Select Sessions



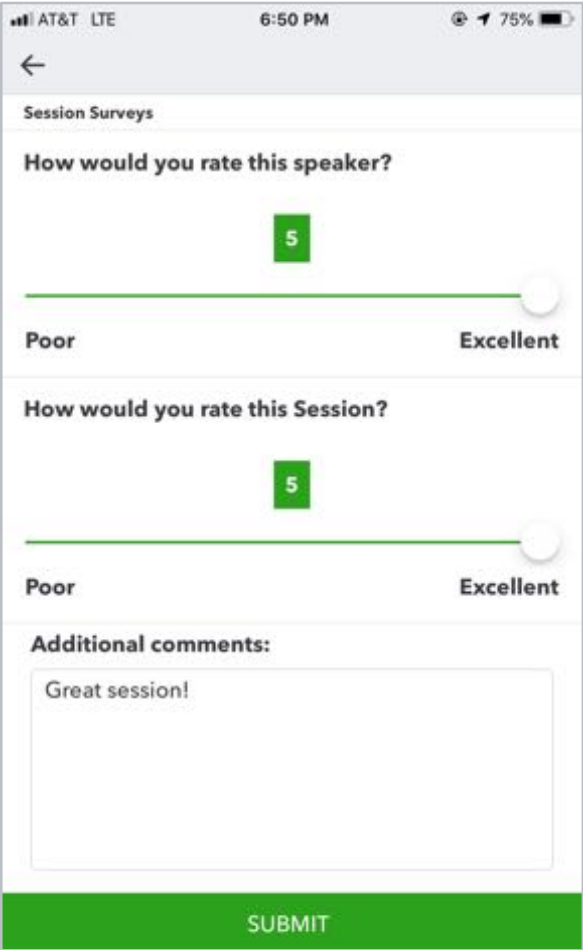
2. Select Session Title



3. Select Survey



3. Add Ratings



Material Download

1. Find the session on the agenda
2. Select + for more information
3. Download PDF of slides and/or supplemental material

<https://can.quickbooksconnect.com/agenda/>

The screenshot shows the 'Agenda' page for QuickBooks Connect Canada 2023. The top navigation bar includes links for 'Why Attend', 'Agenda', 'Speakers', 'Pricing', 'Sponsors', 'Travel', and 'FAQ'. Below the navigation bar, there are tabs for 'December 9 Accountant Day', 'December 10' (which is selected), and 'December 11'. A 'Print Agenda' link is visible in the top right corner. A search bar labeled 'Search for sessions' is located below the tabs. Underneath the search bar, there are filter buttons for 'Organizational Culture', 'Life & Business Skills', 'Technology Training', 'Business Growth', 'Advisory', and 'Financial Health', along with an 'Expand all +' link. The main content area displays a list of sessions with their times and titles. The sessions listed are: 'Registration, Breakfast & Exploration' (7:30-9:00 am), 'Meetup: New to Networking' (8:00-8:45 am), 'Morning Keynote' (9:00-10:00 am), 'Exploration & Connection' (10:00-11:00 am), 'Meetup: Women in the Workforce' (10:15-11:00 am), and a section for 'Breakout Sessions' starting at 11:00 am. The first breakout session shown is 'Creating Your Small Business Culture', which includes a description, ideal audience, best for, speakers, location, track, CPD hours, and level. A mouse cursor is pointing at the '+' icon next to this session. Below it, two more sessions are listed: 'Understanding Personalities for Better Communication' and 'How to Use QuickBooks for Your Small Business: Introduction', both with '+' icons.

QuickBooks CONNECT

Why Attend Agenda Speakers Pricing Sponsors Travel FAQ

December 9 Accountant Day December 10 December 11 Print Agenda

Attend breakout sessions to learn strategies to grow your business, how to hire and build an ideal culture, tips to improve your financial health and more. Connect with peers and experts for one-on-one learning. More information coming soon.

Search for sessions

Filters: Organizational Culture Life & Business Skills Technology Training Business Growth Advisory Financial Health Expand all +

7:30-9:00 am Registration, Breakfast & Exploration +

8:00-8:45 am Meetup: New to Networking +

9:00-10:00 am Morning Keynote +

10:00-11:00 am Exploration & Connection +

10:15-11:00 am Meetup: Women in the Workforce +

11:00 am-12:00 pm Breakout Sessions

Creating Your Small Business Culture +

Many solopreneurs and small business owners feel like they don't have time to work on their company culture (or that they even should). Instead, they spend most of their days working in their business rather than "on" their business. In this session, you will receive tips on how to reduce stress, improve productivity, and improve your personal fulfillment all through the nurturing of your crew, your clients, your fans, AND yourself!

Ideal Audience: Business owners looking to enhance their culture.

Best For: Business Owners/Self-Employed

Speakers: Tamia Madenitz

Location: Room 201 CDEF

Track: Organizational Culture

CPD Hours: 1

Level: Introduction

Understanding Personalities for Better Communication +

How to Use QuickBooks for Your Small Business: Introduction +



OWN
THE
FUTURE