



QuickBooks Pro/Premier* to QuickBooks Online Conversion With Review, & Assessment of Current QuickBooks File: \$750 Flat fee

Our Checklist to Review in QuickBooks Desktop:

- Where is the database file currently located?
- What is the File Size, Number of Targets? Is it necessary to do a condense?
- Are there multiple users? What are their limited access restrictions?
- How often are backups being done? Can you tell of a past scenario where you had to restore a backup file and what happened?
- Is multicurrency turned on?
- Is payroll activate in the QuickBooks File? Is it Manual, Enhanced, or Assisted?
- If there outside payroll, how is it being entered, by hand? Or imported?
- Is QB Payments enabled with this QuickBooks File? Are there recurring payments setup in the Intuit merchant center? Is there CC data stored in the Customer:jobs?
- Is there a 3rd party app connected to QuickBooks via SDK or Web Connector? Are there IIF files being imported?
- Are all banks, CC, and loan accounts reconciled? And up to when? Are there any transactions in the reconciliation discrepancy report?
- Are there uncleared transactions older than 90 days from last reconciliation?
- Does the Balance Sheet tie to the las tax return or audited financial statements?
- Are books closed with a password? Are there any transactions in the Closed Exception Report?
- Are there old transactions in the Undeposited Funds Account?
- Is there open A/R or A/P older than 1 year?
- Are Sales orders being used?
- Is there Inventory? Do they use Inventory Assemblies? Is there any Inventory Items with a QOH inactive? Are there any inventory parts with NEGATIVE balances?
- Does the Inventory Valuation Report match the Inventory Asset in the Balance Sheet?
- Do all Inventory Items map to the Inventory Asset Account?
- Are there separate equity/distribution accounts per partner/owner?
- Are the other Asset and Liability accounts correct?
- Does the Sales Tax Liability tie to the consequent payment?
- Does the Payroll Tax Liability tie to the consequent payments?
- Are there redundant P&L Accounts? Is there an opportunity to do mayor re-design of the P&L chart of accounts?
- Does the COGS and Gross Marin % makes sense?
- Are there multiple Sales Tax Items?
- Are there transactions without Payee's? Ae they using Other Names?
- Are Bank Feeds connected? Are they using Bill Payment Direct Deposit?
- Are the Estimates/Sales Orders/Invoices/Purchase Order templates customized in a way that QBO won't support?
- Are Sales Reps being used?
- What custom fields are being used?
- Are there customized/memorized reports needed by management?
- Is Customer Type, Job Type, Job Status, and Vendor Type being used?
- Are Price Levels being used?
- Are Budgets setup?
- Are multiple shipping addresses being used?
- Are tasks and notes being used?
- Are document attachments being used?
- Is the Finance Charge feature being used?
- Are grouped items being used? Grouped sales tax?
- Is progress Invoicing and Estimates vs. Actual Reports being used?

- Are there recurring/memorized transactions
- Are fixed asset items being used?

What **is NOT** included with the Review/Assessment, would need a separated bookkeeping/training session to show you how to do it:

- Condensing the file
- Data Entry
- Journal Entries or Adjustments
- Reconciling Bank Accounts
- Cleaning up reconciliation discrepancies
- Making Inventory Adjustments
- Cleaning up item lists
- Cleaning up chart of accounts
- Cleaning up the Customer List
- Cleaning up the Vendor/Other names List
- Setting up budgets
- Any training or answering, “how do I...” questions
- Setting up multi-currency
- Setting up items/groups
- Customizing Reports

What **is included** after the conversion:

- ✓ Determining if QBO is right for you – list of “what you will lose”
- ✓ Recommending Essentials or Plus
- ✓ Creating new QBO Company File
- ✓ Going over QBO settings
- ✓ Making Journal Entry to tie balance sheet post conversion
- ✓ Basic customization of forms, adding logo
- ✓ 15-minute overview on using QuickBooks Online post conversion
- ✓ Price quote for training/customization of QuickBooks Online
- ✓ Price quote for monthly bookkeeping services with QuickBooks Online

Reference:

- Import Limitations - <https://community.intuit.com/articles/1145236-import-limitations-quickbooks-desktop-to-quickbooks-online>
- What does not import - <https://community.intuit.com/articles/1341057-what-s-not-imported-when-you-move-from-quickbooks-desktop-to-quickbooks-online>