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with Liz & Heather
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Best Practices for Migrating Data

With sponsor:



Your Hosts



Liz Scott

Accounting Lifeline



Heather Satterley

Satterley Training & Consulting

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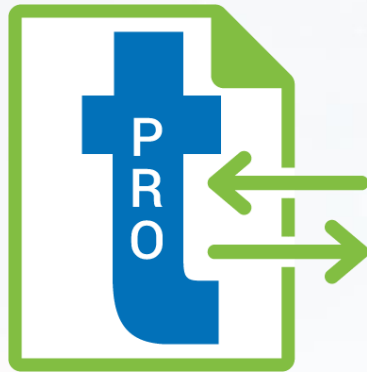


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Right Networks®

The leading cloud hosting provider for accounting professionals

Thank you to this month's sponsors!



Transaction Pro[®]

Import, Export and Delete Data in Minutes




Michelle Harris

- Customer Success Lead
- Degreed Accountant
- 20 Years Experience
- Advanced Certified QuickBooks ProAdvisor



Agenda

- 🍷 Welcome!
- 🍷 Best practices for migrating data
- 🍷 Let's raise a toast! This month's app sponsor:  **Transaction Pro®**
- 🍷 Heather and Liz's coolest thing we did this month
- 🍷 Preview of our next episode!

Best Practices for Migrating QuickBooks Data



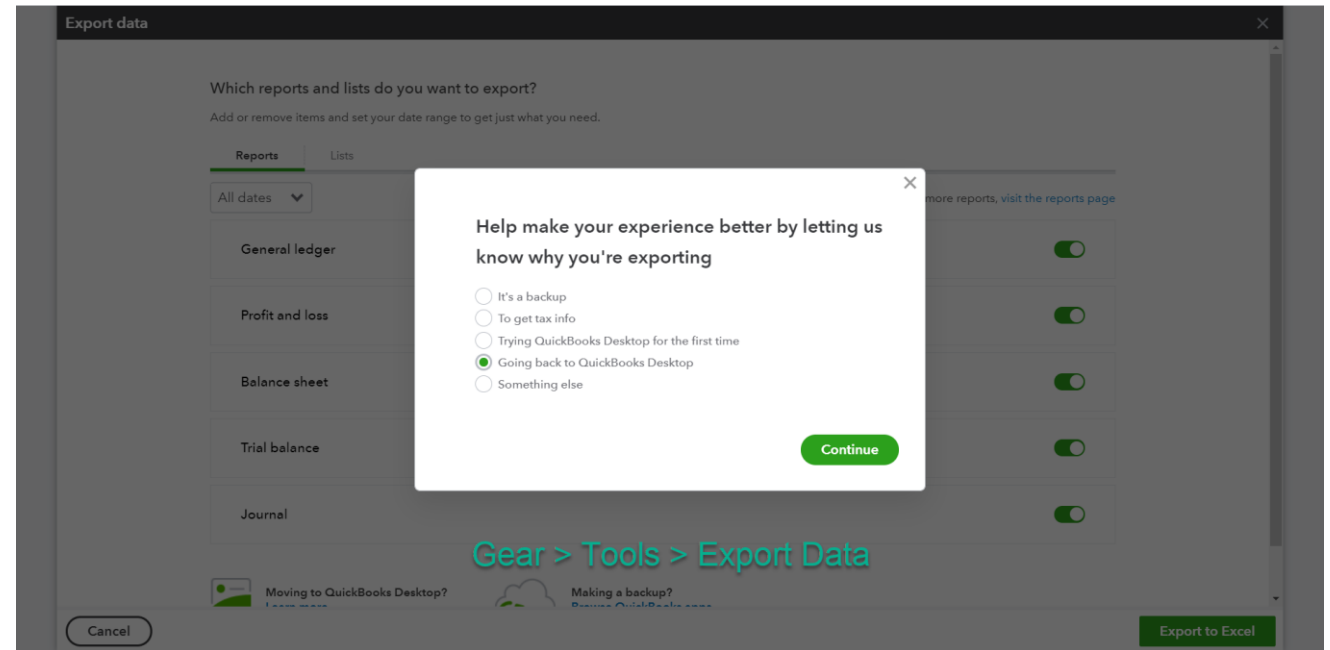
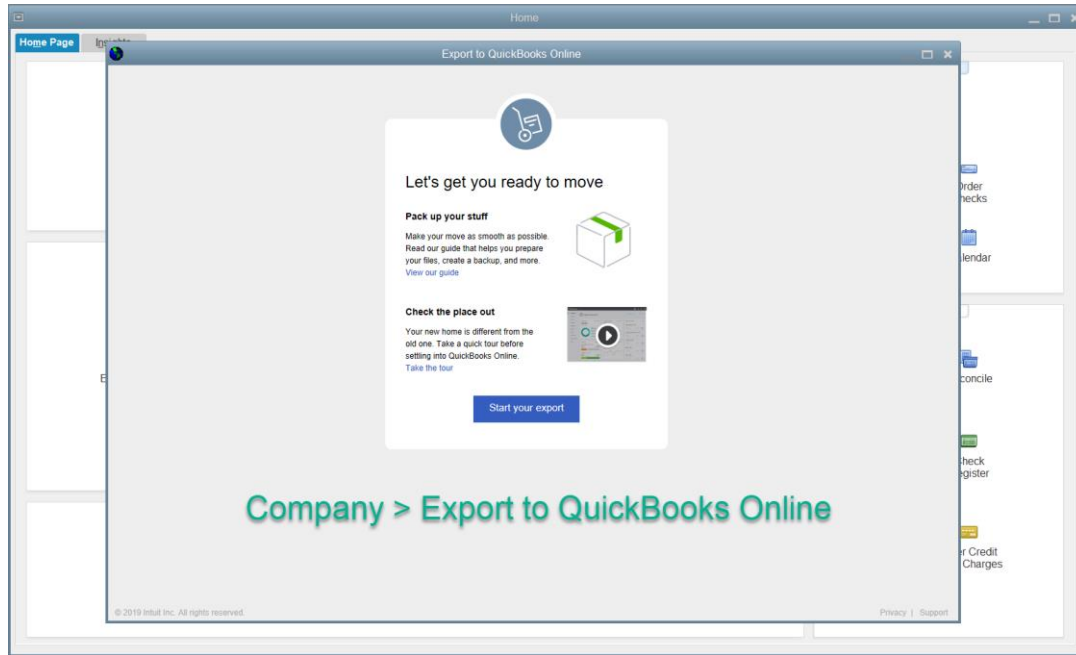
Understand the QuickBooks Schema

Transaction Pro has created a data dictionary for both QBO and QBDT!

- [Desktop Data Dictionary](#)
- [Online Data Dictionary](#)



| | A | B | C | D | E | F |
|----|--------------------|--------------------|---------------------------------------|---------|------------------|---------------|
| 1 | Transaction Type ▾ | Field ▾ | QuickBooks Form - Field Description ▾ | Notes ▾ | Required Field ▾ | Type/Length ▾ |
| 2 | Bank Statement | Bank Account * | (12) | (15) | X | Char 31 |
| 3 | Bank Statement | Transaction Date | (12) | | | Date |
| 4 | Bank Statement | Payee * | (12) | | X | Char 31 |
| 5 | Bank Statement | Chk No. | (12) | | | Char 11 |
| 6 | Bank Statement | Account * | (12) | (15) | X | Char 31 |
| 7 | Bank Statement | Amount * | (12) | | X | Numeric |
| 8 | Bank Statement | Memo | (12) | | | Char 4095 |
| 9 | Bank Statement | Class | (12) | | | Char 41 |
| 10 | Bank Statement | Billable | (12) | | | Char 1 |
| 11 | Bank Statement | Billable Entity | (12) | | | Char 41 |
| 12 | Bill | Vendor * | Bill - Vendor | | X | Char 41 |
| 13 | Bill | Transaction Date | Bill - Date | | | Date |
| 14 | Bill | RefNumber * | Bill - Ref. No. | (1) | X | Char 20 |
| 15 | Bill | Bill Due | Bill - Bill Due | | | Date |
| 16 | Bill | Terms | Bill - Terms | | | Char 31 |
| 17 | Bill | Memo | Bill - Memo | | | Char 4095 |
| 18 | Bill | Address Line1 | Bill - Address Box | | | Char 41 |
| 19 | Bill | Address Line2 | Bill - Address Box | | | Char 41 |
| 20 | Bill | Address Line3 | Bill - Address Box | | | Char 41 |
| 21 | Bill | Address Line4 | Bill - Address Box | | | Char 41 |
| 22 | Bill | Address City | Bill - Address Box | | | Char 31 |
| 23 | Bill | Address State | Bill - Address Box | | | Char 21 |
| 24 | Bill | Address PostalCode | Bill - Address Box | | | Char 13 |
| 25 | Bill | Address Country | Bill - Address Box | | | Char 21 |
| 26 | Bill | Vendor Acct No | Bill - Account Number | | | Char 99 |
| 27 | Bill | Expenses Account | Bill Expenses Tab - Account | (15) | (5) | Char 31 |
| 28 | Bill | Expenses Amount | Bill Expenses Tab - Amount | | (5) | Numeric |
| 29 | Bill | Expenses Memo | Bill Expenses Tab - Memo | | | Char 4095 |
| 30 | Bill | Expenses Class | Bill Expenses Tab - Class | | | Char 31 |



Utilize the built-in tools in QuickBooks

- ✔ QuickBooks Desktop to QuickBooks Online (tool in QBDT)
- ✔ QuickBooks Online to QuickBooks Desktop (tool in QBO)

The QBDT to QBO Conversion Tool



Some items and details won't convert ([details here](#))



[Accountant's Guide to Conversion](#)



Can use the import tool to just import lists and balances

Use tools in QBDT to clean up data



Add/edit multiple
list items



Condense and
archive



Make items
inactive in bulk

Currently Editing:




| NAME | COMPANY NAME | MR./MS./... | FIRST NAME | M.I. | LAST NAME | MAIN PHONE | FAX | ALT. PHONE | E |
|----------------------|-----------------------|-------------|------------|------|-----------|--------------|--------------|------------|---|
| Hamby Product C... | Hamby Product Company | Mr. | Shane | | Hamby | 650-555-2121 | 650-555-2222 | | |
| Project #01 | | Mr. | Shane | | Hamby | | | | |
| Project #04 | | Mr. | Shane | | Hamby | | | | |
| Project #08 | | Mr. | Shane | | Hamby | | | | |
| Kirby Stores | Kirby Stores | Ms. | Kirby | | Freeman | 650-555-9874 | | | |
| Project #15 | | Ms. | Kirby | | Freeman | | | | |
| Project #09 | | Ms. | Kirby | | Freeman | | | | |
| Chancey and Co. | Chancey and Co. | Mr. | Jason | | Chancey | 650-555-6543 | 650-555-3456 | | |
| Project #07 | | Mr. | Jason | | Chancey | | | | |
| Tingey Services C... | Tingey Services Corp. | Ms. | Cristina | | Jimenez | 650-555-9984 | 650-555-9988 | | |
| Project #13 | | Ms. | Cristina | | Jimenez | | | | |
| Project #11 | | Ms. | Cristina | | Jimenez | | | | |
| Peacock Research | Peacock Research | Ms. | Karen | | Peacock | 650-555-1234 | 650-555-1233 | | |
| Project #14 | | Ms. | Karen | | Peacock | | | | |
| Project #06 | | Ms. | Karen | | Peacock | | | | |
| Nguyen Database ... | Nguyen Database Corp. | Mr. | Tuan | | Nguyen | 510-555-2121 | 510-555-1212 | | |
| Project #02 | | Mr. | Tuan | | Nguyen | | | | |
| Project #10 | | Mr. | Tuan | | Nguyen | | | | |
| Oliveri and Sons | Oliveri and Sons | Mr. | Tom | | Oliveri | 650-555-3199 | 650-555-3119 | | |
| Project #05 | | Mr. | Tom | | Oliveri | | | | |
| Bowden Agency | Bowden Agency | Mrs. | Brenda | | Bowden | 650-555-2251 | 650-555-2222 | | |
| Project #03 | | Mrs. | Brenda | | Bowden | | | | |
| Project #12 | | Mrs. | Brenda | | Bowden | | | | |
| Internal | Internal | | | | | 650-555-5555 | | | |
| Accounting | | | | | | | | | |
| Company Meetings | | | | | | | | | |

Lists > Add/edit multiple list items

Condense and Archive in QBDT

qb

Condense your company file

How do you want to condense your company file?




We can help you reduce your QuickBooks company file size. Don't worry, we keep a backup of your company file.

Choose the best option for your company:

- ☐ Keep all transactions, but remove audit trail info to date
Your file size will be reduced by about 31% (9 MB).
- ☒ Remove the transactions you select from your company file
Choose the transactions you want to remove.




[Next](#) [Help](#)

Condense Data

What transactions do you want to remove?


[Help me choose](#)

- ☒ Transactions before a specific date
Remove transactions before 
☐ Optional: Create a report showing which transactions cannot be removed
- ☐ All transactions
QuickBooks will keep lists and preferences
- ☐ Transactions outside of a date range
(to prepare a period copy of the company file)
Remove transactions before  and after 

[Back](#) [Next](#) [Begin Condense](#) [Help](#) [Cancel](#)

Condense and Archive in QBDT

Condense Data




How Should Transactions Be Summarized?

[Help me choose](#)

- ☐ Create one summary journal entry (recommended)
Replaces all transactions before **01/01/2019** with a single general journal entry.
- ☒ Create a summary journal entry for each month
Replaces all transactions before **01/01/2019** with monthly general journal entries.
- ☐ Don't create a summary
Removes **all** transactions before **01/01/2019** regardless of status.
Removed transactions are **not** replaced with a journal entry.

[Back](#) [Next](#) [Begin Condense](#)

Condense Data



Do You Want To Remove The Following Transactions?


QuickBooks recommends that you remove the following transactions:

- ☒ Uncleared (unreconciled) bank and credit card transactions
- ☒ Transactions marked 'To be printed'
- ☒ Invoices and Estimates marked 'To be sent'
- ☒ ALL Estimates, Sales Orders, Purchase Orders, and Pending Invoices
- ☒ ALL Time and Mileage activities
- ☒ Transactions containing unbilled expenses and items

[Select None](#)

[Back](#) [Next](#) [Begin Condense](#) [Help](#) [Cancel](#)

Condense and Archive in QBDT



Condense Data


Do You Want To Remove Unused List Entries?

After condensing, some list entries will not be used in transactions. QuickBooks recommends removing the unused entries for the following lists:

| | |
|--|--|
| <input checked="" type="checkbox"/> Accounts | <input checked="" type="checkbox"/> Items |
| <input checked="" type="checkbox"/> Customers and Jobs | <input checked="" type="checkbox"/> 'Done' To Do notes |
| <input checked="" type="checkbox"/> Vendors | <input checked="" type="checkbox"/> Classes |
| <input checked="" type="checkbox"/> Other Names | |

Select None

Back Next Begin Condense



Condense Data

Begin Condense

This will take a while

How long depends on the size of your data. The process can take several minutes or even several hours

Your company data is safe

QuickBooks makes a copy of your company file before removing any data.

Back Next **Begin Condense** Help Cancel

File Edit View Lists Favorites Accountant Company Customers Vendors Employees Banking Rep

New Customer & Job New Transactions Print Excel Word

Customers & Jobs Transactions

All Customers

| NAME | BALANCE TOTAL | ATTACH |
|--------------------------|---------------|--------|
| ✖ Hamby Product Company | 0.00 | |
| ✖ ♦Project #01 | 0.00 | |
| ✖ ♦Project #04 | 0.00 | |
| ✖ ♦Project #08 | 0.00 | |
| ♦Kirby Stores | 4,500.00 | |
| ♦Project #15 | 0.00 | |
| ♦Project #09 | 4,500.00 | |
| ♦Chancey and Co. | 0.00 | |
| ♦Project #07 | 165.00 | |
| ✖ ♦Tingey Services Corp. | 0.00 | |
| ✖ ♦Project #13 | 0.00 | |
| ✖ ♦Project #11 | 0.00 | |
| ♦Peacock Research | 0.00 | |
| ♦Project #14 | 0.00 | |
| ♦Project #06 | 0.00 | |
| ♦Nguyen Database Corp. | 0.00 | |
| ♦Project #02 | 0.00 | |
| ♦Project #10 | 0.00 | |
| ♦Oliveri and Sons | 0.00 | |
| ♦Project #05 | 0.00 | |
| ♦Bowden Agency | 11,320.40 | |
| ♦Project #03 | 0.00 | |
| ♦Project #12 | 11,320.40 | |
| ♦Internal | 0.00 | |
| ♦Accounting | 0.00 | |
| ♦Company Meetings | 0.00 | |
| ♦Employee Training | 0.00 | |

- Select All Customers from the down arrow
- Click next to each item to make inactive
- Delete if there are no transactions!

The QBO to QBDT Conversion Tool



Must be completed in Internet Explorer



Must append URL



Some items and details won't convert ([details here](#))



May take more than one export to get it right



Can use the export tool to just import lists and balances to QBDT



Make sure you [cancel](#) your QBO subscription

Liz and Heather's Coolest thing this month – IE Tab



chrome web store



qbotestingstc@gmail.com ▾

ie tab



ie tab

ie tabtheme

ie tabwallpapers

ie tabs

ie tabhd

ie tabthemes

ie tabbackground

Extensions

[More extensions](#)



IE Tab

Offered by: www.blackfishsoftware.com

Display web pages using IE within Chrome. Use Java, Silverlight, ActiveX, Share

★★★★★ 20,598 Productivity

[Rate it](#)



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www.theappyhour.com

Documentation

[Getting Started »](#)[Auto URLs »](#)[Other Options »](#)[Deployment »](#)[The Extension](#)[IE Tab Helper](#)[GPO Settings](#)[Developer Tools »](#)

GETTING STARTED

Install IE Tab from the Chrome Web Store

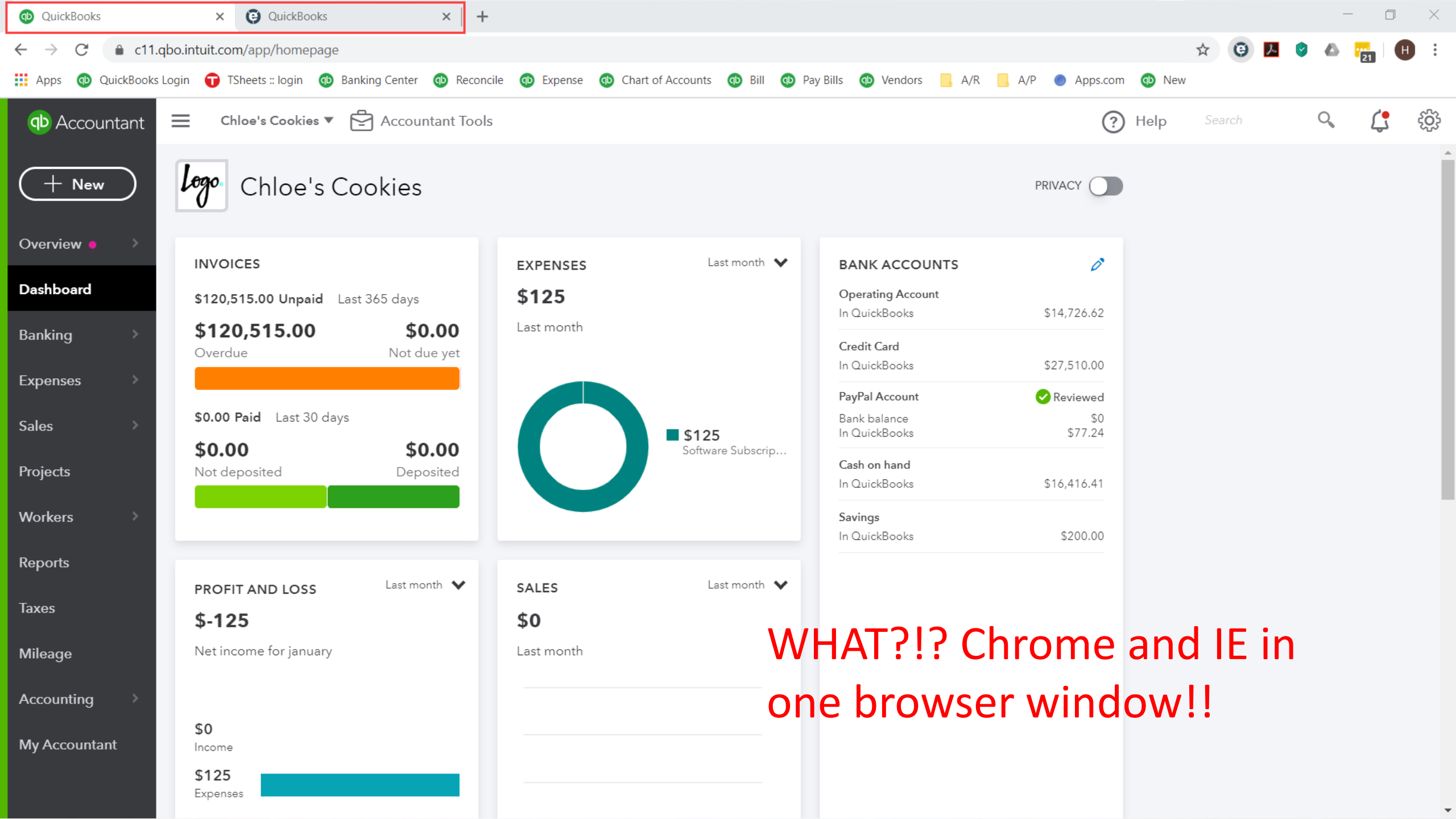
Once it's installed, you should see the IE Tab icon to the right of the Chrome address bar.

Now navigate to any page and click on the IE Tab icon to open the page with the IE rendering engine. That's it!

AUTO URLs

Right-click on the IE Tab icon and select "Options" to see all of the options, including the Auto URLs.

Auto URLs are one of the most important features of IE Tab. You typically need IE Tab for just a subset of the web pages you visit. For example, you might want to use IE Tab for all of your Microsoft Sharepoint pages. Auto URLs enable you to specify which pages should be opened in IE Tab automatically so you don't have to click on the IE Tab icon.



WHAT?!? Chrome and IE in
one browser window!!

Chrome tab

Only Internet Explorer supports exporting data from QuickBooks

You can use QuickBooks Online with any browser, but you can only export data from QuickBooks if you signed in from Internet Explorer. Please open Internet Explorer and sign in to QuickBooks Online before exporting your data. We apologize for the inconvenience.

Another way to get a copy of your data is by [exporting your QuickBooks reports to Excel](#).

You will have to paste or type
“exportquickbooksdesktop” into the IE Tab
after /app/ DON'T PASTE THE WHOLE URL

IE Tab

Export Data

Moving to QuickBooks Desktop?

Export lists and balances

Follow step-by-step instructions that guide you through the import process using your lists and balances.

[Learn more](#)

Download company data

You'll need a computer running Windows 7 with Internet Explorer 11 (32-Bit), or earlier.

[Learn more](#)

QuickBooks

Chloe's Cookies - QuickBooks Online

IE Tab | chrome-extension://hehijbfgiekmjfkfjpbkbammjbdenadd/nhc.htm?url=https://c11.qbo.intuit.com/app/exportqbodatatoqbdtd

AppsQuickBooks LoginTSheets :: loginBanking CenterReconcileExpenseChart of AccountsBillPay BillsVendorsA/RAPApps.comNew

Accountant

Accountant Tools

HelpSearch

+ New

OverviewDashboardBankingExpensesSalesProjectsWorkersReportsTaxesMileageAccountingMy Accountant

Export Overview

To move your company data from QuickBooks Online to QuickBooks Desktop:
Step 1: Set up your system for success
Configure your system so that it meets the technical requirements for exporting.
Step 2: Select the type of data to export
Choose whether to export all company data or just company data without transactions.
Step 3: Request your data
We check your company data to make sure it can be exported. We'll let you know within 12 hours or less by posting a message or activity on your home page.
Step 4: Export data and create a QuickBooks Desktop company file
From the Home page, click the link to download your data and automatically create a Quickbooks for Windows company file.
Step 5: Check your reports in QuickBooks for Windows
Run a P&L report and Balance Sheet report in QuickBooks for Windows to make sure your data is accurate.
Most of your QuickBooks Online data-both lists and transactions-can be exported and downloaded. There are some limitations. [Learn more](#)

Print

Get Started

Other export tasks

- Export reports to Excel
- Give your Accountant access to your data



QuickBooks

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IE Tab | chrome-extension://hehijbfgiekmjfkfjpbkbammjbdenadd/nhc.htm?url=https://c11.qbo.intuit.com/app/exportqbodatatoqbdtd

AppsQuickBooks LoginTSheets :: loginBanking CenterReconcileExpenseChart of AccountsBillPay BillsVendorsA/RAPApps.comNew

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Step 1: Prepare to export

Configure you system so that it meets these technical requirements for exporting. Use Internet Explorer during this process (required)
1. Install ActiveX Controls

Install

ActiveX control successfully installed. You can proceed with either task below.
2. Add qbo.intuit.com as a trusted site through Internet Explorer.

- In Internet Explorer, click Tools in the upper right toolbar or click the Tools icon and select Internet Options.
- Click the Security tab and select the Trusted Sites zone.
- Click the Sites button.
- Under "Add this Web site to the zone:" type, https://qbo.intuit.com
- Click Add and then click OK.

3. If you haven't already, install QuickBooks Desktop on your computer [Download Now](#)

< Back

Continue

QuickBooks

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IE Tab | chrome-extension://hehijbfgiekmjfkfjpbkbammjbdnadd/nhc.htm?url=https://c11.qbo.intuit.com/app/exportqbodatatoqbdtd

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Step 2: Select your Data

Select the QuickBooks Online data you want to export.

All financial data:

All lists and their balances (customers, vendors, accounts, and so on)

All transactions (invoices, sales receipts, checks, deposits, and so on)

All financial data without transactions:

All lists and their balances (customers, vendors, accounts, and so on). Products and services are also exported, but not quantity-on-hand.

Exporting can take up to 12 hours, but is usually less. When your QuickBooks for Windows file is ready, you'll see a message or activity on your QuickBooks Online home page.

Cancel



QuickBooks

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Step 3: Request your data

To help you decide and prepare to convert to QuickBooks Desktop, we've listed some things you should be aware of. While most limitations with export are manageable, we want to make sure you have the information you need to decide if it's right for you. There are also resources to help!

You are using recurring templates, but they won't be exported. You can [print your list of recurring templates now](#) to make them easier to recreate in QuickBooks desktop edition after export is complete. Recurring templates are called memorized transactions in QuickBooks desktop edition.

Customer credit card information won't be exported for security reasons.

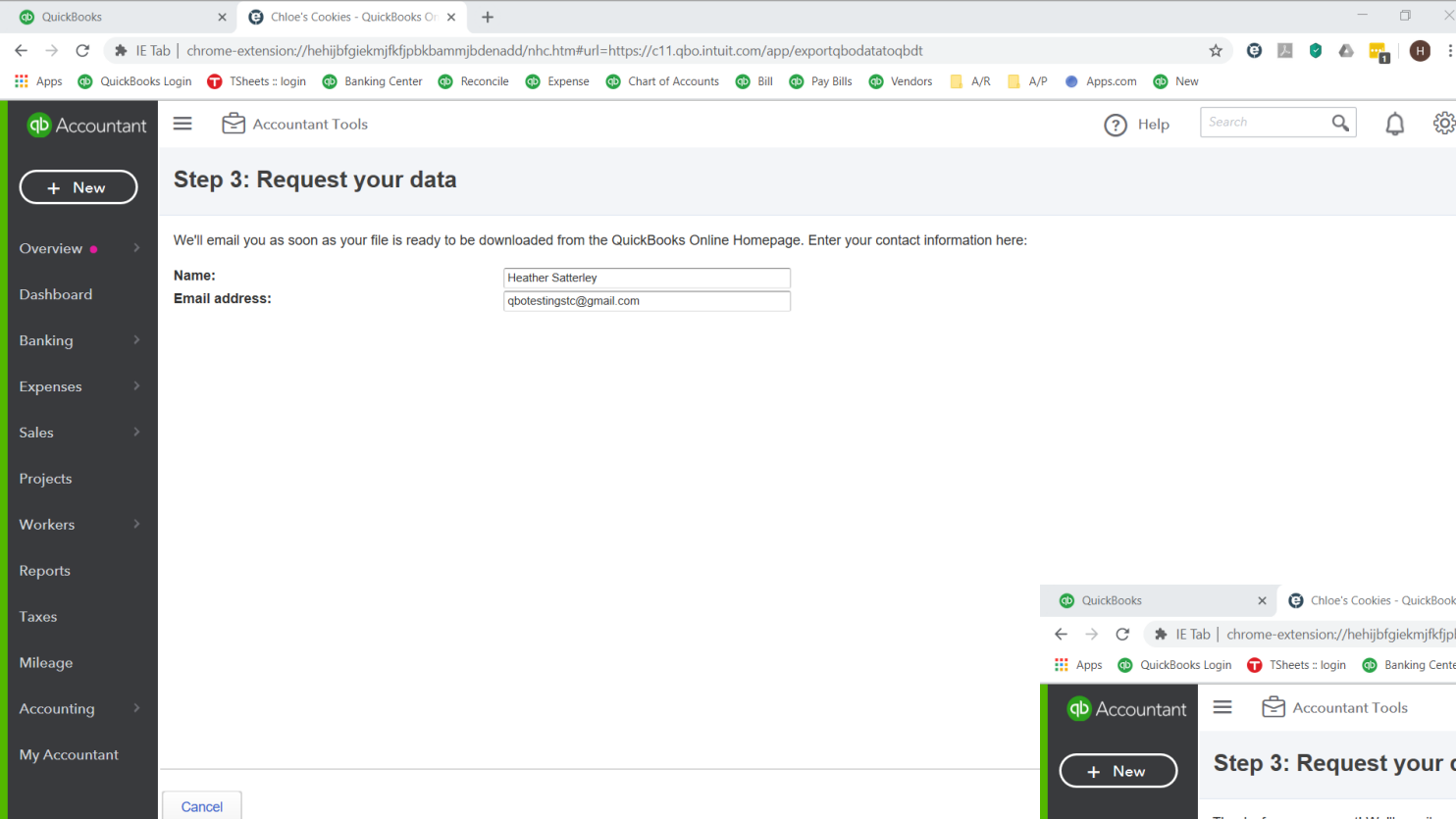
You have used estimates. Your estimates won't be exported. You can [print your list of estimates now](#) to make them easier to recreate in QuickBooks desktop edition after export is complete.

There may be some other differences not listed here. [Learn about the limitations of converting data for QuickBooks Desktop](#)

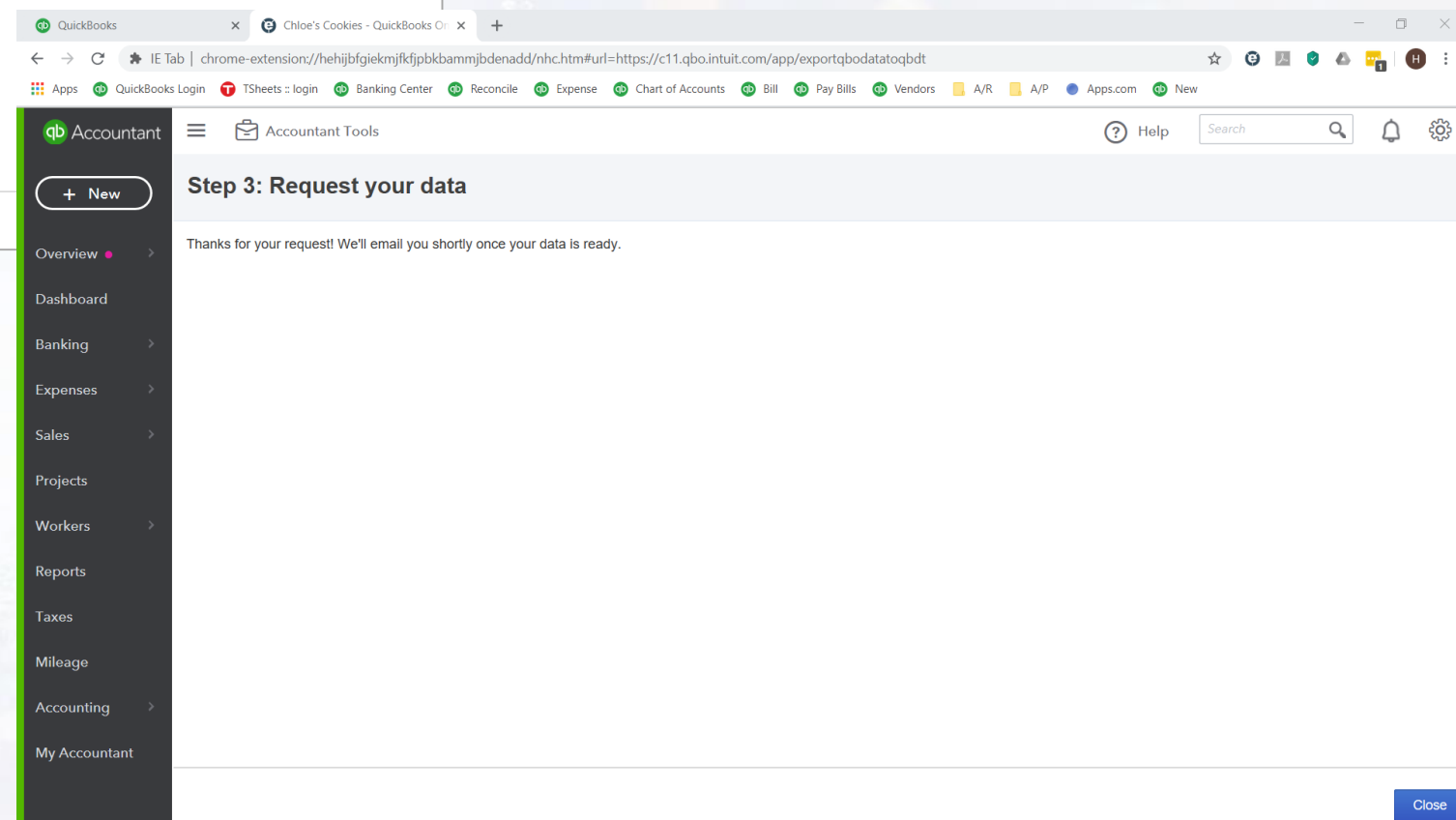
Cancel

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Continue



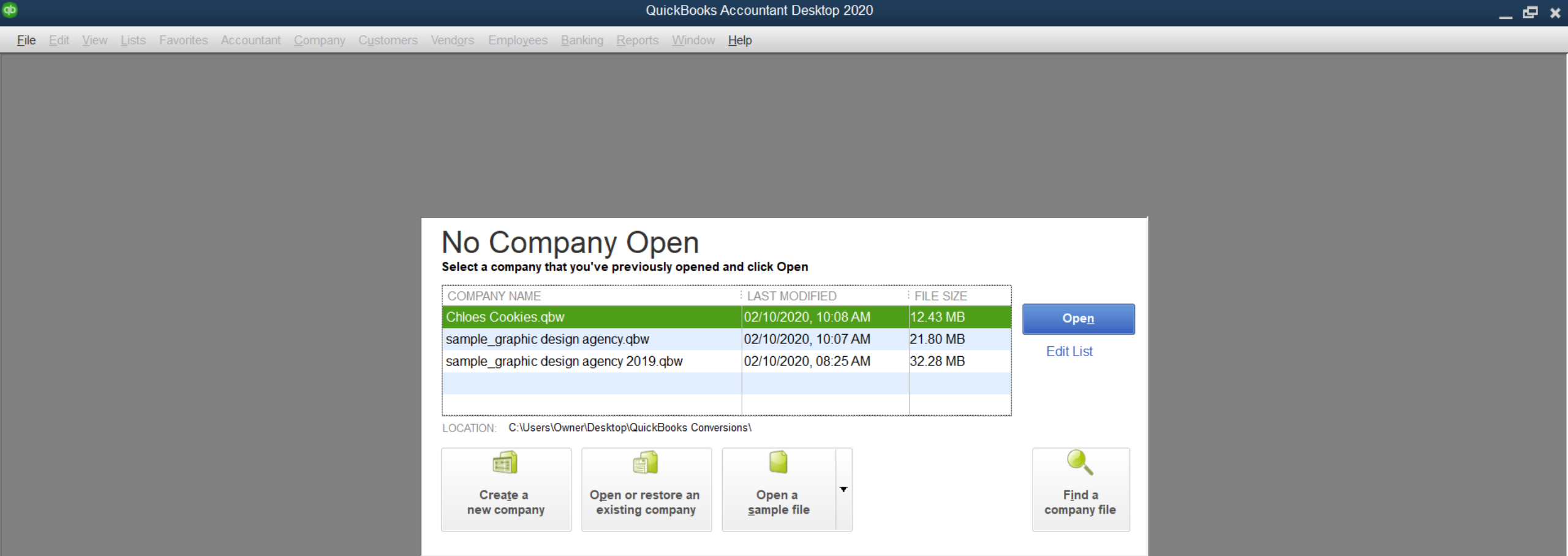
You'll receive an email within
12 hours letting you know
your data is ready



Exporting from QuickBooks Online Plus

You already have a file ready to download. It was created on 06:53 AM Feb 10, 2020. To download the file, click **Continue to Download**.

Or, you can click **Start Over**. If you start over, the last file you created will be deleted, to be replaced by the new one you create.



Open QBDT as Administrator and close any companies

qb QuickBooks

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Step 4: Create a QuickBooks for Windows company file

Please **open QuickBooks Desktop now** and close the company file that displays.

There are 2 more steps to convert your data for QuickBooks Desktop:

1. Open QuickBooks for Windows and close the company file that automatically opens.

2. Back in QuickBooks Online:

a. Download and save your QuickBooks Online company data (it's saved as a QBXML file)

b. Convert your file to a new QuickBooks for Windows company file. You'll be asked to save and name the file (sometimes longer)

Download

The 'APPY HOUR

with Liz & Heather

www.theappyhour.com

Save your company file to

This PC > Desktop > QuickBooks Conversions

Organize New folder

Quick access

OneDrive - Person

Satterley Training

Heather Satterle

This PC

3D Objects

Desktop

Documents

Downloads

| Name | Date modified | Type |
|---|--------------------|------|
| Cheng Master VA.qbw.SearchIndex | 2/3/2020 4:41 PM | File |
| QB2014BackupFiles | 12/20/2019 7:08 AM | File |
| QB2015BackupFiles | 12/20/2019 7:16 AM | File |
| sample_graphic design agency 12-15-20... | 2/10/2020 9:07 AM | File |
| sample_graphic design agency 2019.qbw... | 12/20/2019 3:01 PM | File |
| sample_graphic design agency.qbw.old.S... | 2/10/2020 9:01 AM | File |
| sample_graphic design agency.qbw.Sear... | 2/10/2020 10:01 AM | File |
| Cheng Master VA.qbw | 2/7/2020 1:29 PM | Qu |
| Cheng Master VA.qbw.DSN | 2/5/2020 5:08 PM | Dat |
| Cheng Master VA.qbw.ND | 2/7/2020 1:20 PM | ndf |

File name: export_company.qbxml

Save as type: All files

Hide Folders

Save

Cancel

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qb QuickBooks

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← → ↺

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☆ e PDF ✓ 1 H ⋮

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☰ Accountant Tools

Help Search 🔍 🔔 ⚙️

Step 4: Create a QuickBooks for Windows company file

If you haven't done so already, open QuickBooks for Windows now and close the company file that automatically opens.

Important - During file conversion, you'll need to **check QuickBooks for Windows and accept a security certificate**. Don't worry! The steps are below.

After you click Convert:

1. Choose a name for your new QuickBooks for Windows company file.
2. Open QuickBooks for Windows and accept the security certificate:
 - Select **Yes, prompt each time** and click **Continue** and **Done** to confirm.
 - Or, in some versions of QuickBooks desktop edition, you just need to click **Yes, This Time**.

(The message may not appear in front; you may have to switch to QuickBooks desktop edition to see it.)

Convert Now

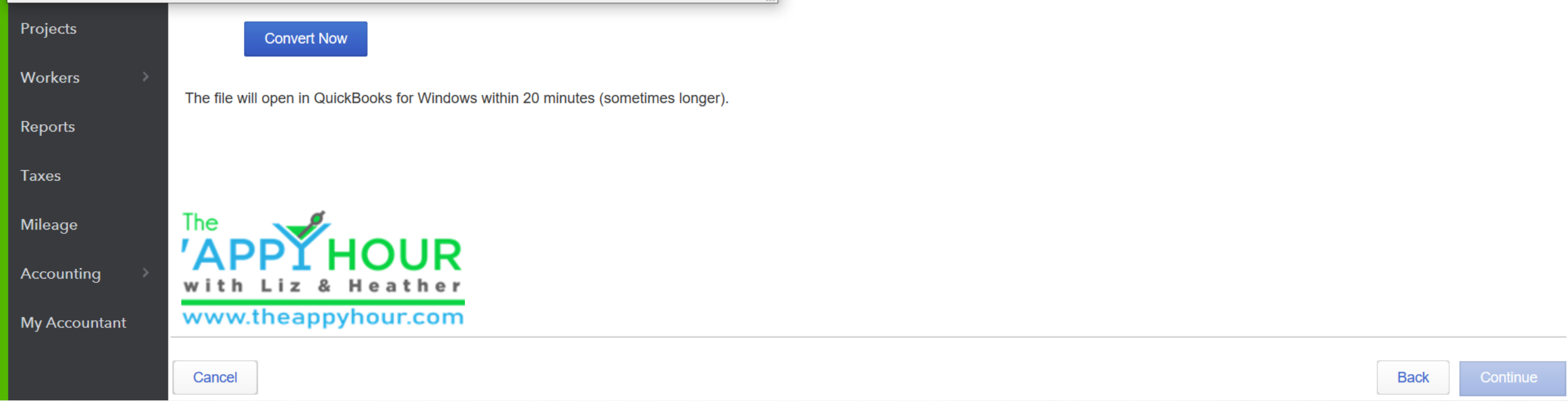
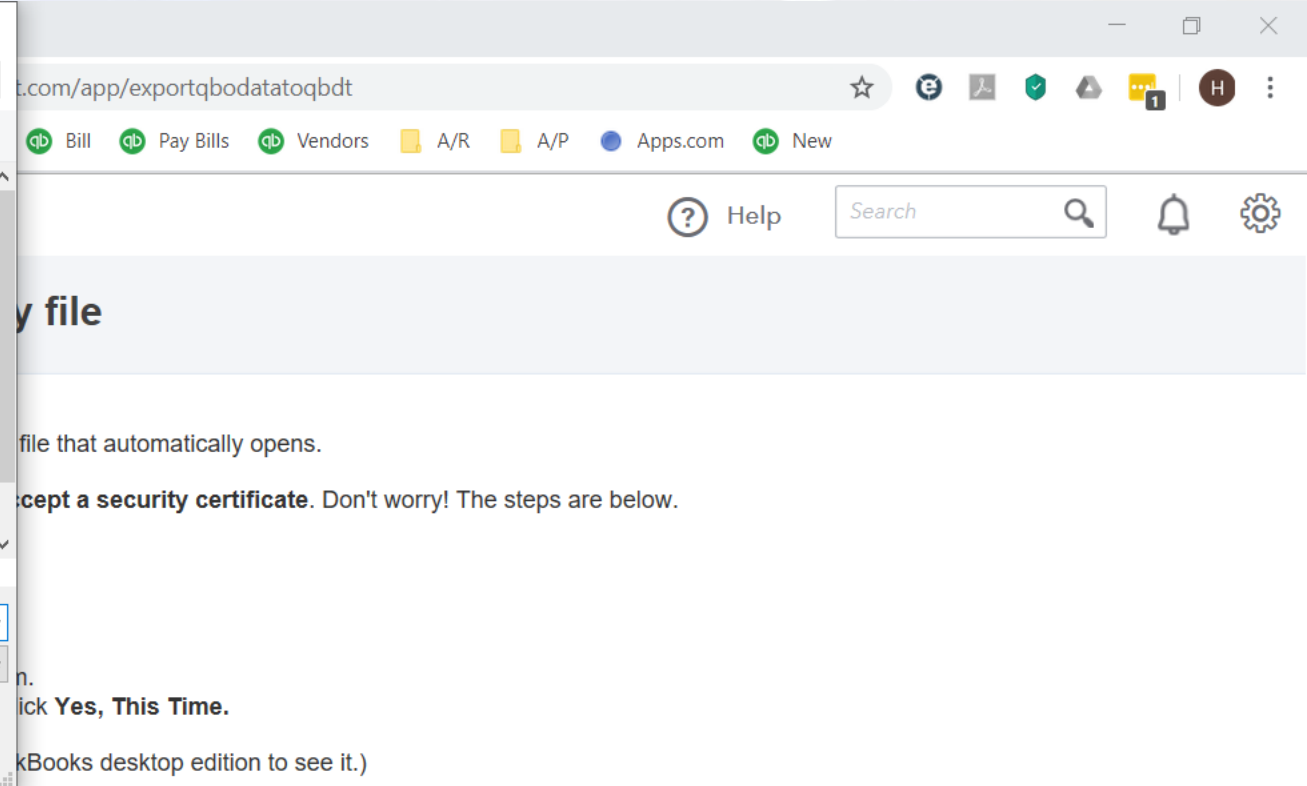
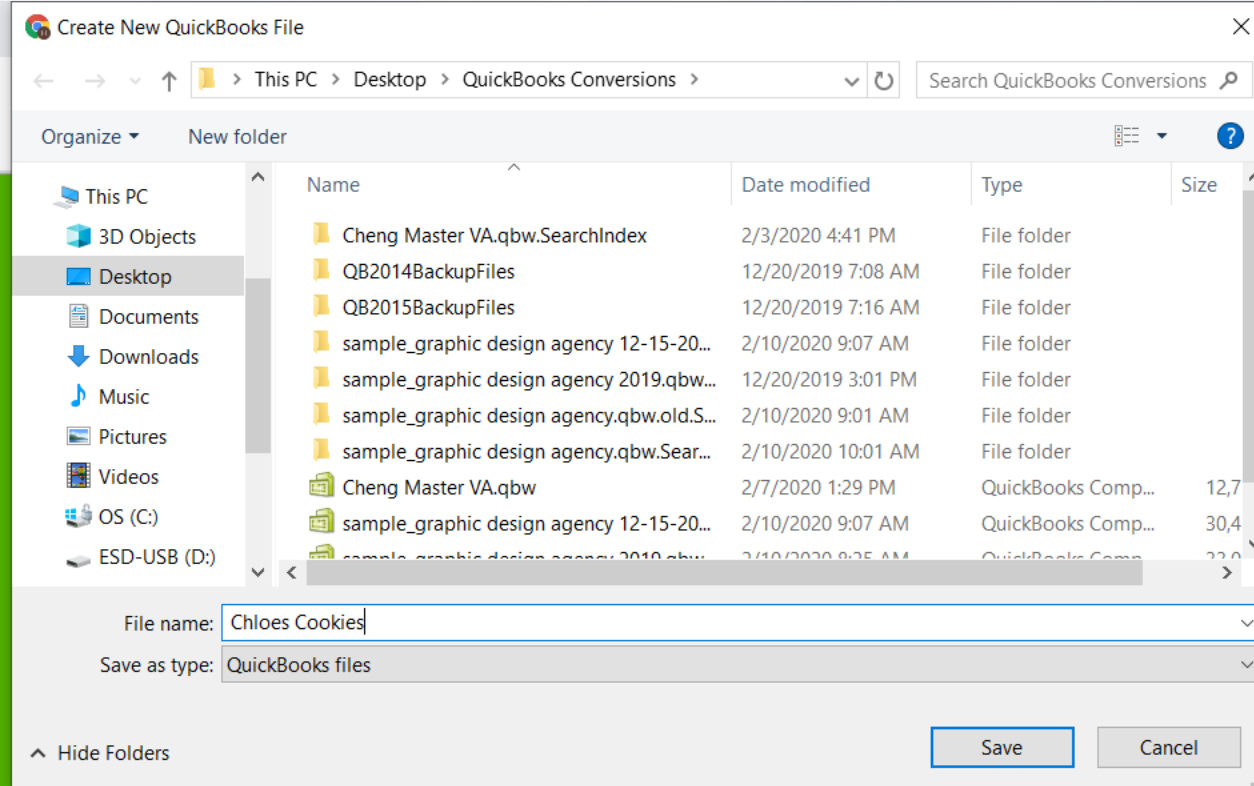
The file will open in QuickBooks for Windows within 20 minutes (sometimes longer).

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Cancel

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Continue



qb QuickBooks

Chloe's Cookies - QuickBoo

← → ↺ IE Tab | chrome-extension://hehijbfgiekmjfkfj

Apps

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T TSheets :: login

qb Banking Cen

qb Accountant

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Accounting >

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Step 4: Create a Quick

If you haven't done so already, open Q

Important - During file conversion, you

After you click Convert:

1. Choose a name for your new

2. Open QuickBooks for Window

Select Yes, promp

Or, in some versio

(The message may

Convert Now

The file will open in QuickBooks for Wi

sending data...

The

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Cancel

QuickBooks - Application Certificate

An application is requesting access to the following QuickBooks company file:

Certifi

Chloes Cookies

Access may include reading and modifying QuickBooks data as well as enhancing the QuickBooks user interface (where applicable).

THE APPLICATION CALLS ITSELF

QuickBooks Online Plus

CERTIFICATE INFORMATION

Description:

Developer: Blackfish Software, LLC

Developer identity has been verified by:

Go Daddy Secure Certificate Authority - G2

QUICKBOOKS SOLUTIONS MARKETPLACE

Learn about applications that integrate with QuickBooks

Do you want to allow this application to read and modify this company file?

No

Yes, prompt each time

Yes, whenever this QuickBooks company file is open

Yes, always; allow access even if QuickBooks is not running

Allow this application to access personal data such as Social Security Numbers and customer credit card information.

Tell me more

Continue...

Cancel

Help

Access Confirmation

You have chosen to grant the application

QuickBooks Online Plus

access to the QuickBooks company file

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only for the current QuickBooks session.

Access rights:

- Read and modify QuickBooks data

(NOT including personal data)

- Enhance the QuickBooks user interface

Done

Go Back

Status -- Webpage Dialog

If this dialog box seems frozen, bring QuickB

edition to the foreground. It may be waiting fo

access; click Yes, This Time.

Cancel Conversion

are below.


Back

Continue




Accountant Center

Accountant Center


 **Tools** Customize

| | |
|---|---|
| Batch Enter Transactions... | Fix Unapplied Customer Payments and Credits |
| Make General Journal Entries... | Write Off Invoices |
| Working Trial Balance | Fix Incorrectly Recorded Sales Tax |
| Set Closing Date... | Client Data Review |
| QuickBooks File Manager | Merge Vendors |
| Reclassify Transactions | |

 **Reconciliation** Refresh

| ACCOUNT | LAST RECONCILED | RECONCILED BALANCE | CURRENT BALANCE |
|----------------------|-----------------|--------------------|-----------------|
| <div>Reconcile</div> | | | |


☒ Show Accountant Center when opening a company file

 **Memorized Reports**

SELECT GROUP Accountant

[Adjusted Trial Balance](#)
[Adjusting Journal Entries](#)
[Balance Sheet](#)
[General Ledger](#)
[Journal Entries Entered/Modified Today](#)
[Profit Loss](#)

Display Group

 **Accountant Updates**

MESSAGE

[How to Give Great Service and Win More Business](#)
[Common QuickBooks Inventory Accounting Mistakes](#)
[Organization Hacks for Overworked Accountants](#)
[Your Passion for Bookkeeping Makes Small Business Dreams Possible](#)

Log into my QuickBooks ProAdvisor Account

How much data should I migrate?

“Just because you can, doesn’t mean you should.” – Michelle Long, CPA

How much transactional data is needed?

Will the old accounting system data be available as an archive?

How complicated are the workflows?

Comparative financials are nice!

*It's Time to Raise a
Toast to:*



Transaction Pro®

Right Networks®



You Toast, We'll Host

Recipe

Ingredients

- ✓ 2 oz Midori
- ✓ 4 oz dry champagne or Prosecco
- ✓ 1 squeeze of lime juice

Instructions:

- ✓ Pour the Midori into a champagne flute
- ✓ Squeeze a wedge of lime into the flute
- ✓ Pour in the champagne
- ✓ Enjoy!



Michelle Harris

- Customer Success Lead
- Degreed Accountant
- 20 Years Experience
- Advanced Certified QuickBooks ProAdvisor

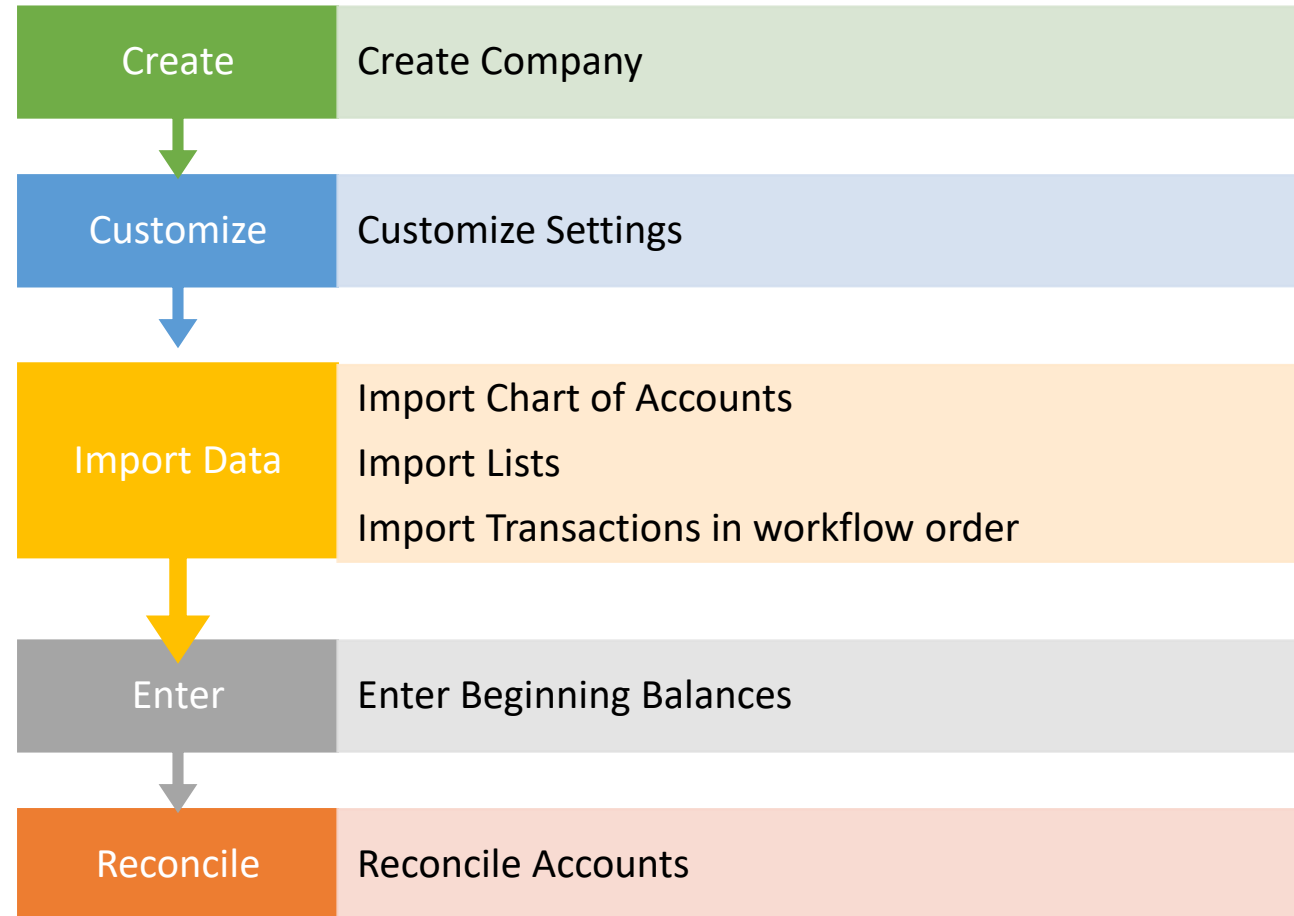


Using Transaction Pro to migrate data

- ✔ Two versions: QBO and QBDT are separate products
- ✔ Support all lists and transactions
- ✔ Include templates to help get you started

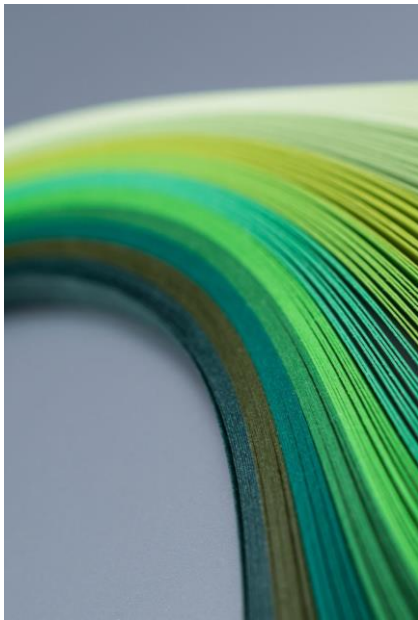


Steps to Migrating with Transaction Pro

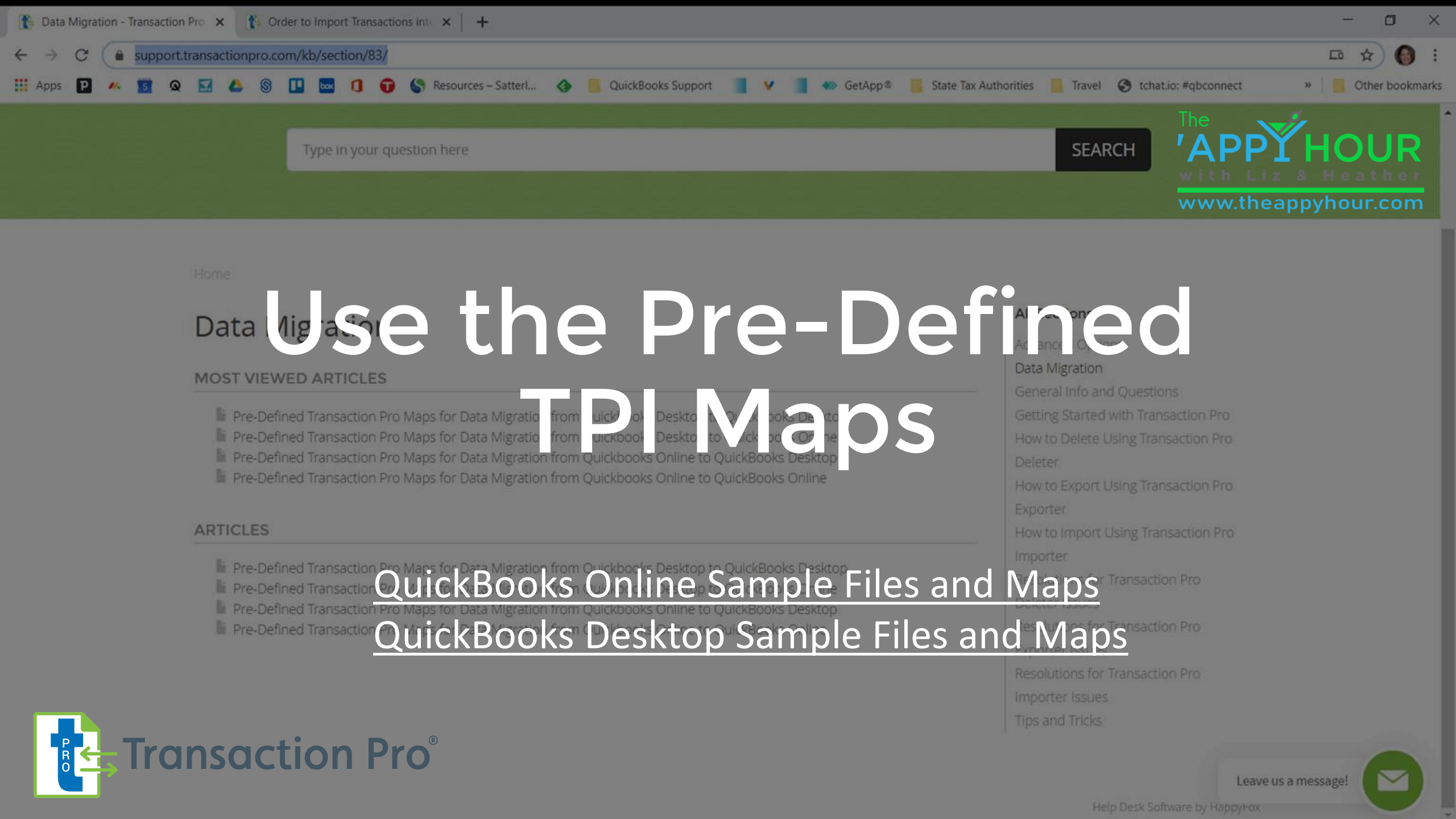


[Order to Import Transactions into QuickBooks Online](#)

Migrate data from QuickBooks Desktop to QuickBooks Online



1. Use Transporter Pro Exporter and/or an iif file from QBDT
2. Copy data columns into the sample Excel file
3. Select the mapping in Transaction Pro Online
4. Import!



Use the Pre-Defined TPI Maps

QuickBooks Online Sample Files and Maps
QuickBooks Desktop Sample Files and Maps



File Home Insert Page Layout Formulas Data Review View Help CDATA F9 - The Financial Reporter Acrobat Power Pivot QuickBooks

Clipboard: Paste, Cut, Copy, Format Painter

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color

Alignment: Wrap Text, Merge & Center

Number: General, Currency, Percentage, Thousand Separator, Decimal Places

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

Ideas: Ideas, Sensitivity

A1 Name

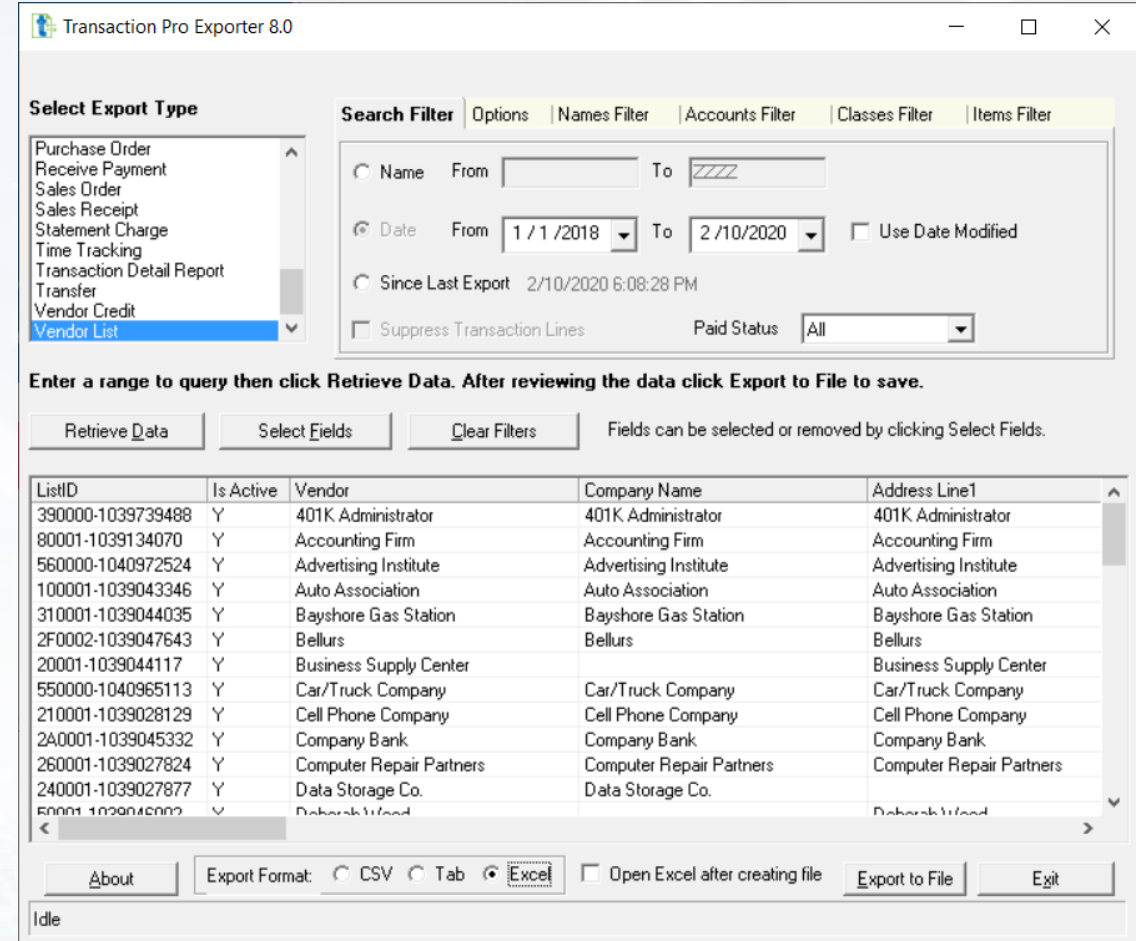
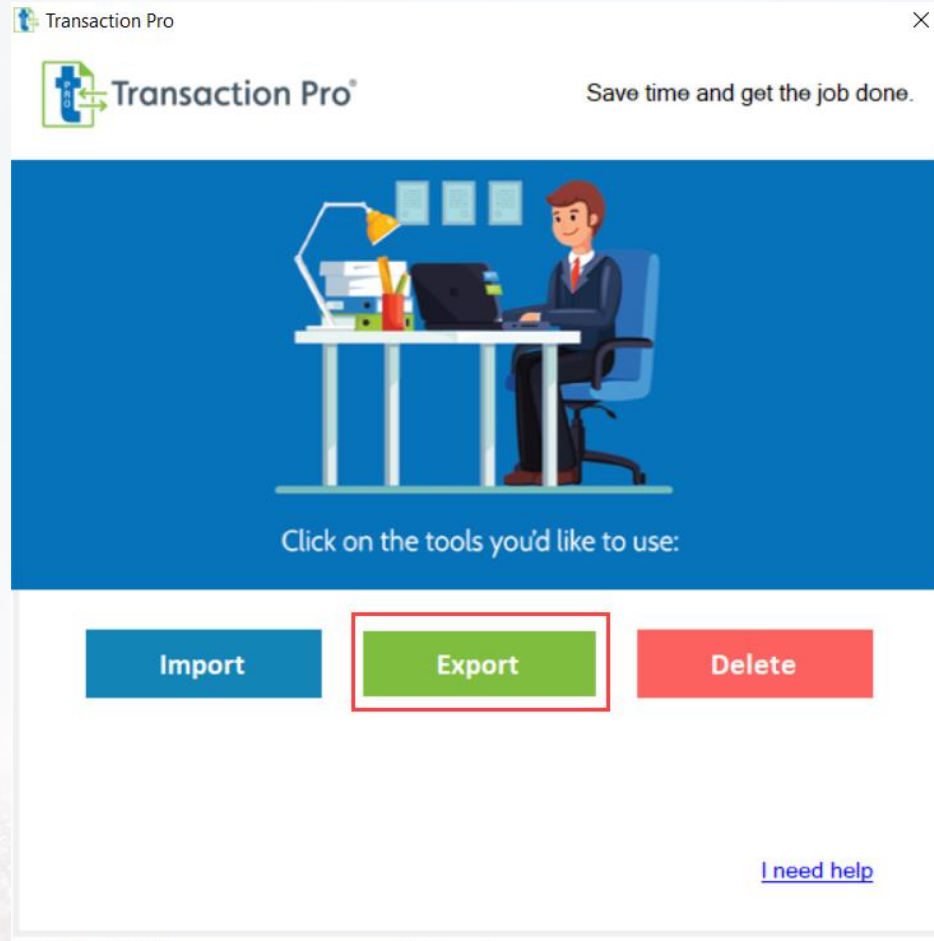
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O |
|----|----------------------------|--------------------|---------------|-------------------|-------------------------------------|----------|---|---|---|---|---|---|---|---|---|
| 1 | Name | Description | AccountNumber | AccountType | AccountSubType | Currency | | | | | | | | | |
| 2 | Account1 | Account1 Desc | | Income | ServiceFeeIncome | | | | | | | | | | |
| 3 | Account1:Account2 | Account12 Desc | | Income | ServiceFeeIncome | | | | | | | | | | |
| 4 | Account1:Account2:Account3 | Account123 Desc | | Income | ServiceFeeIncome | | | | | | | | | | |
| 5 | Inventory | Office Inventory | | OtherCurrentAsset | Inventory | | | | | | | | | | |
| 6 | Cost of Labor | Cost of Goods Sold | | CostofGoodsSold | CostOfLabor | | | | | | | | | | |
| 7 | Checking | Checking account | | Bank | Checking | | | | | | | | | | |
| 8 | Savings | Savings account | | Bank | Savings | | | | | | | | | | |
| 9 | Office Expenses | Expense account | | Expense | OfficeGeneralAdministrativeExpenses | | | | | | | | | | |
| 10 | Transportation | Expense account | | Expense | OtherMiscellaneousExpense | | | | | | | | | | |
| 11 | Accounts Payable (A/P) | Accounts Payable | | AccountsPayable | AccountsPayable | | | | | | | | | | |
| 12 | | | | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | | | | |
| 16 | | | | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | | | | |
| 18 | | | | | | | | | | | | | | | |
| 19 | | | | | | | | | | | | | | | |
| 20 | | | | | | | | | | | | | | | |
| 21 | | | | | | | | | | | | | | | |
| 22 | | | | | | | | | | | | | | | |
| 23 | | | | | | | | | | | | | | | |
| 24 | | | | | | | | | | | | | | | |
| 25 | | | | | | | | | | | | | | | |
| 26 | | | | | | | | | | | | | | | |
| 27 | | | | | | | | | | | | | | | |
| 28 | | | | | | | | | | | | | | | |
| 29 | | | | | | | | | | | | | | | |
| 30 | | | | | | | | | | | | | | | |

Demo



Transaction Pro[®]

Export Desktop Data



Exported Data in Excel

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N |
|----|-------------------|-----------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------|---------------|---------------|---------------|--------------------------|---------------|-----------------|---------------------|---------|
| 1 | ListID | Is Active | Vendor | Company Name | Address Line1 | Address Line2 | Address Line3 | Address Line4 | Address Line5 | Address City | Address State | Address Country | Address Postal Code | Account |
| 2 | 390000-1039739488 | Y | 401K Administrator | 401K Administrator | 401K Administrator | | | | | | | | | |
| 3 | 80001-1039134070 | Y | Accounting Firm | Accounting Firm | Accounting Firm | | | | | | | | | |
| 4 | 560000-1040972524 | Y | Advertising Institute | Advertising Institute | Advertising Institute | | | | | | | | | |
| 5 | 100001-1039043346 | Y | Auto Association | Auto Association | Auto Association | | | | | | | | | |
| 6 | 310001-1039044035 | Y | Bayshore Gas Station | Bayshore Gas Station | Bayshore Gas Station | 1212 Main St | | | | Bayshore | CA | | 94326 | |
| 7 | 2F0002-1039047643 | Y | Bellurs | Bellurs | Bellurs | 541 Kelper Lane | | | | Middlefield | CA | | 94471 | |
| 8 | 20001-1039044117 | Y | Business Supply Center | Business Supply Center | Business Supply Center | | | | | | | | | |
| 9 | 550000-1040965113 | Y | Car/Truck Company | Car/Truck Company | Car/Truck Company | PO Box 453 | | | | Middlefield | CA | | 94471 | |
| 10 | 210001-1039028129 | Y | Cell Phone Company | Cell Phone Company | Cell Phone Company | 1587 Cellular Valley Rd | | | | Middlefield | CA | | 94471 | |
| 11 | 2A0001-1039045332 | Y | Company Bank | Company Bank | Company Bank | 654 Main St | | | | Bayshore | CA | | 94326 | |
| 12 | 260001-1039027824 | Y | Computer Repair Partners | Computer Repair Partners | Computer Repair Partners | | | | | | | | | |
| 13 | 240001-1039027877 | Y | Data Storage Co. | Data Storage Co. | | | | | | Data Storage | CO | | | |
| 14 | 50001-1039046002 | Y | Deborah Wood. | | Deborah Wood | | | | | | | | | |
| 15 | 330000-1039134527 | Y | Electronics Manufacturer | Electronics Manufacturer | Electronics Manufacturer | | | | | | | | | |
| 16 | 160001-1039028388 | Y | Electronics Supply Store | Electronics Supply Store | Electronics Supply Store | 1234 South Easterly St | | | | Middlefield | CA | | 94471 | |
| 17 | 180001-1039028294 | Y | Express Shipping USA | Express Shipping USA | Express Shipping | | | | | | | USA | | |
| 18 | 1F0001-1039028165 | Y | Gas & Electric Company | Gas & Electric Company | Gas & Electric Company | PO BOX 888 | | | | East Bayshore | CA | | 94327 | |
| 19 | 120001-1039028363 | Y | Jeff's Janitorial | Jeff's Janitorial | Jeff's Janitorial | | | | | | | | | |
| 20 | 570000-1040973091 | Y | Jenny's Cafe Shop | Jenny's Cafe Shop | Jenny's Cafe Shop | | | | | | | | | |
| 21 | 10001-1039028635 | Y | Jenny Robertson | Jenny Robertson | Jenny Robertson | 8975 Ball Ave. | | | | Middlefield | CA | | 94471 | |
| 22 | E0001-1039043723 | Y | Jonathan Graham. | | Jonathan Graham | | | | | | | | | |
| 23 | 1E0001-1039028186 | Y | Kimble Insurance Co. | Kimble Insurance Co. | Kimble Insurance Co. | 521 Middlefield Ave | | | | Bayshore | CA | | 94326 | |
| 24 | 2D0001-1039134006 | Y | Legal Firm | | Legal Firm | | | | | | | | | |
| 25 | 70001-1039047129 | Y | Local Charity | | Local Charity | | | | | | | | | |
| 26 | 340000-1039134757 | Y | Local City Office | Local City Office | Local City Office | | | | | | | | | |
| 27 | 280001-1039047343 | Y | Local Coffee Shop | | Local Coffee Shop | | | | | | | | | |
| 28 | 350000-1039134795 | Y | Local County Office | Local County Office | Local County Office | | | | | | | | | |
| 29 | 270001-1039047509 | Y | Local Grocery Store | Local Grocery Store | Local Grocery Store | | | | | | | | | |
| 30 | 1A0001-1039028270 | Y | Local Office Equipment Supply Store | Local Office Equipment Supply Store | Local Office Equipment Supply Store | | | | | | | | | |
| 31 | 220001-1039028123 | Y | Local Phone and Internet | Local Phone and Internet | Local Phone and Internet | Po Box 999 | | | | East Bayshore | CA | | 94237 | |
| 32 | 170001-1039028296 | Y | Local Shipping Vendor | Local Shipping Vendor | Local Shipping Vendor | | | | | | | | | |
| 33 | 200001-1039028143 | Y | Locksmith | Locksmith | Locksmith | | | | | | | | | |
| 34 | 2E0001-1039044277 | Y | Major Credit Card | Major Credit Card | Major Credit Card | PO Box 1111 | | | | East Bayshore | CA | | 94327 | |
| 35 | 140001-1039028576 | Y | Michael Kretchmar | Michael Kretchmar | 276 Broadview St. | | | | | Middlefield | CA | | 94471 | |
| 36 | 1D0001-1039028206 | Y | Molotsi Travel | Molotsi Travel | Molotsi Travel | | | | | | | | | |
| 37 | 1B0001-1039028251 | Y | Morris Property | Morris Property | Morris Property | 122 Landmark Cir | | | | Bayshore | CA | | 94326 | |
| 38 | 360000-1039135579 | Y | Motor Vehicles Department | Motor Vehicles Department | Motor Vehicles Department | | | | | | | | | |
| 39 | 590000-1041476194 | Y | My Local Bank | My Local Bank | My Local Bank | | | | | | | | | |
| 40 | 150001-1039028499 | Y | Natalie Chapman Consulting | Natalie Chapman Consulting | Natalie Chapman Consulting | 1099 Santa Maria Ave. | | | | Middlefield | CA | | 94471 | |
| 41 | 40001-1039045697 | Y | Natural Health Insurance Co. | | | | | | | Natural Health Insurance | CO | | | |
| 42 | 250001-1039027830 | Y | Office Supply Company | Office Supply Company | Office Supply Company | | | | | | | | | |

Sheet1

Begin the Import into QBO



Transaction Pro

[Home](#)

[Demo Graphic Design Company](#)

[Settings](#)

[Help](#)

[Sign Out](#)



Demo Graphic Design Company

Welcome to Transaction Pro for QuickBooks Online

Get started by choosing an action below.

 Import

 Export

 Delete

Company: Demo Graphic Design Company

Company ID: 9130347909403006

Role: ADMINISTRATOR

Account: Importer/Exporter/Deleter PRO - Monthly


Transaction Pro Importer/Exporter/Deleter, One Company, Three Users,
Unlimited Transactions



[Learn How To Import](#)

A comprehensive guide to help use the application.

Select the type of data to import

 Transaction Pro Importer/Exporter [Feedback](#) [?](#) [X](#)

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9130347909403006
Plan: Importer/Exporter -
Monthly

[Home](#)
[Upgrade Subscription](#)

Choose Import Type

[Upload Files](#)

[Select File and Sheet](#)

[Match Columns](#)

[Preview and Import](#)


(Click above to navigate backwards)

Choose Import Type

Download the [Template File](#) to see the format

| | | | | | |
|---------------------|---------------------|-----------------|----------------|-----------------------|-----------------|
| Accounts | Bank Statement | Bill Payments | Bills | Checks | Classes |
| Credit Card Charges | Credit Card Credits | Credit Memos | Customers | Deposits | Employees |
| Estimates | Invoices | Journal Entries | Locations | Products And Services | Purchase Orders |
| Purchases - Cash | Receive Payment | Refund Receipts | Sales Receipts | Time Activities | Transfers |
| Vendor Credits | Vendors | | | | |

Select your source data

 Transaction Pro Importer/Exporter [Feedback](#) [?](#) [X](#)

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[Home](#)
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Choose Import Type

Upload Files

Select File and Sheet

Match Columns

Preview and Import

(Click above to navigate
backwards)


Upload Files

Vendor List Export.xls
72 KiB
[Remove file](#)

Column **headers** start on the **first row** of the spreadsheet. [View example](#)
Download the [Template File](#) to see the format

Select File and Sheet ➔

Select your source data

 Transaction Pro Importer/Exporter [Feedback](#)

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[Choose Import Type](#)
[Upload Files](#)
Select File and Sheet
[Match Columns](#)
[Preview and Import](#)
(Click above to navigate
backwards)


Select File and Sheet

You will come back to this screen to import your other sheets

| File Name | Spreadsheets (click 'Import Sheet' to continue) |
|------------------------|---|
| Vendor List Export.xls | Sheet1 Import Sheet → |

[← Upload More Files](#)

Map the data fields


Transaction Pro Importer/Exporter
Feedback
? X

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Home
Upgrade Subscription
Choose Import Type
Upload Files
Select File and Sheet
Match Columns
Preview and Import
(Click above to navigate backwards)

Match Columns to QuickBooks Fields

Spreadsheet: Sheet1

Choose Saved Options:
Vendors from Desktop


Importing Vendors (change)

View QuickBooks Names
Auto-Match Columns ←
Save Mapping Options
Delete Mapping Options

| QuickBooks Field | Import Column | Default Value |
|------------------|---------------|---------------|
| Title | Saluation | |
| CompanyName | Company Name | |
| FirstName | First Name | |
| MiddleName | Middle Name | |
| LastName | Last Name | |
| Suffix | | |
| * DisplayName | Company Name | |
| PrintOnCheckName | | |
| * Required | | |

Back To File Selection
Preview and Import

Review and validate

 Transaction Pro Importer/Exporter [Feedback](#)

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[Home](#)
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[Choose Import Type](#)
[Upload Files](#)
[Select File and Sheet](#)
[Match Columns](#)
Preview and Import
(Click above to navigate
backwards)

Transactions to Import

Imported Transactions

Export to Excel

Send to Email

Options


| | Include Transaction | Title | CompanyName | FirstName | MiddleName | LastName | DisplayName | PrintOnCheckName |
|----|-------------------------------------|-------|--------------------------|-----------|------------|-----------|--------------------------|--------------------------|
| 1 | <input checked="" type="checkbox"/> | | 401K Administrator | | | | 401K Administrator | 401K Administrator |
| 2 | <input checked="" type="checkbox"/> | | Accounting Firm | | | | Accounting Firm | Accounting Firm |
| 3 | <input checked="" type="checkbox"/> | | Advertising Institute | | | | Advertising Institute | Advertising Institute |
| 4 | <input checked="" type="checkbox"/> | | Auto Association | | | | Auto Association | Auto Association |
| 5 | <input checked="" type="checkbox"/> | | Bayshore Gas Station | | | | Bayshore Gas Station | Bayshore Gas Station |
| 6 | <input checked="" type="checkbox"/> | | Bellurs | | | | Bellurs | Bellurs |
| 7 | <input checked="" type="checkbox"/> | | | | | | | |
| 8 | <input checked="" type="checkbox"/> | | Car/Truck Company | | | | Car/Truck Company | Car/Truck Company |
| 9 | <input checked="" type="checkbox"/> | | Cell Phone Company | | | | Cell Phone Company | Cell Phone Company |
| 10 | <input checked="" type="checkbox"/> | | Company Bank | | | | Company Bank | Company Bank |
| 11 | <input checked="" type="checkbox"/> | | Computer Repair Partners | | | | Computer Repair Partners | Computer Repair Partners |
| 12 | <input checked="" type="checkbox"/> | | Data Storage Co. | | | | Data Storage Co. | Data Storage Co. |
| 13 | <input checked="" type="checkbox"/> | | | | | | | |
| 14 | <input checked="" type="checkbox"/> | | Electronics Manufacturer | | | | Electronics Manufacturer | Electronics Manufacturer |
| 15 | <input checked="" type="checkbox"/> | | Electronics Supply Store | | | | Electronics Supply Store | Electronics Supply Store |
| 16 | <input checked="" type="checkbox"/> | | Express Shipping USA | | | | Express Shipping USA | Express Shipping USA |
| 17 | <input checked="" type="checkbox"/> | | Gas & Electric Company | | | | Gas & Electric Company | Gas & Electric Company |
| 18 | <input checked="" type="checkbox"/> | | Jeff's Janitorial | | | | Jeff's Janitorial | Jeff's Janitorial |
| 19 | <input checked="" type="checkbox"/> | | | | | | | |
| 20 | <input checked="" type="checkbox"/> | | Jenny Robertson | Jenny | | Robertson | Jenny Robertson | Jenny Robertson |
| 21 | <input checked="" type="checkbox"/> | | | | | | | |
| 22 | <input checked="" type="checkbox"/> | | Kimble Insurance Co. | | | | Kimble Insurance Co. | Kimble Insurance Co. |
| 23 | <input checked="" type="checkbox"/> | | | | | | | |
| 24 | <input checked="" type="checkbox"/> | | | | | | | |
| 25 | <input checked="" type="checkbox"/> | | Local City Office | | | | Local City Office | Local City Office |

[Back To Field Matching](#)

Import

[Next Sheet](#)

Import!

 Transaction Pro Importer/Exporter [Feedback](#) [?](#) [X](#)

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[Select File and Sheet](#)

[Match Columns](#)

Preview and Import

(Click above to navigate
backwards)

Your data was imported successfully!

Transactions to Import

Imported Transactions

Export to Excel

Send to Email

Options

| | Title | CompanyName | FirstName | MiddleName | LastName | DisplayName | PrintOnCheckName | AddressLine1 |
|----|-------|--------------------------|-----------|------------|-----------|--------------------------|--------------------------|--------------------------|
| 1 | | 401K Administrator | | | | 401K Administrator | 401K Administrator | 401K Administrator |
| 2 | | Accounting Firm | | | | Accounting Firm | Accounting Firm | Accounting Firm |
| 3 | | Advertising Institute | | | | Advertising Institute | Advertising Institute | Advertising Institute |
| 4 | | Auto Association | | | | Auto Association | Auto Association | Auto Association |
| 5 | | Bayshore Gas Station | | | | Bayshore Gas Station | Bayshore Gas Station | Bayshore Gas Station |
| 6 | | Bellurs | | | | Bellurs | Bellurs | Bellurs |
| 7 | | | | | | Business Supply Center | Business Supply Center | Business Supply Center |
| 8 | | Car/Truck Company | | | | Car/Truck Company | Car/Truck Company | Car/Truck Company |
| 9 | | Cell Phone Company | | | | Cell Phone Company | Cell Phone Company | Cell Phone Company |
| 10 | | Company Bank | | | | Company Bank | Company Bank | Company Bank |
| 11 | | Computer Repair Partners | | | | Computer Repair Partners | Computer Repair Partners | Computer Repair Partners |
| 12 | | Data Storage Co. | | | | Data Storage Co. | Data Storage Co. | |
| 13 | | | | | | Deborah Wood. | Deborah Wood. | Deborah Wood |
| 14 | | Electronics Manufacturer | | | | Electronics Manufacturer | Electronics Manufacturer | Electronics Manufacturer |
| 15 | | Electronics Supply Store | | | | Electronics Supply Store | Electronics Supply Store | Electronics Supply Store |
| 16 | | Express Shipping USA | | | | Express Shipping USA | Express Shipping USA | Express Shipping |
| 17 | | Gas & Electric Company | | | | Gas & Electric Company | Gas & Electric Company | Gas & Electric Company |
| 18 | | Jeff's Janitorial | | | | Jeff's Janitorial | Jeff's Janitorial | Jeff's Janitorial |
| 19 | | | | | | Jenny's Cafe Shop | Jenny's Cafe Shop | Jenny's Cafe Shop |
| 20 | | Jenny Robertson | Jenny | | Robertson | Jenny Robertson | Jenny Robertson | Jenny Robertson |
| 21 | | | | | | Jonathan Graham. | Jonathan Graham. | Jonathan Graham |
| 22 | | Kimble Insurance Co. | | | | Kimble Insurance Co. | Kimble Insurance Co. | Kimble Insurance Co. |

[Back To Field Matching](#) [Import](#) [Next Sheet](#)

Tips and things to know



**Reference numbers are key
when importing linked
transactions!**



**Be mindful of character
limits (refer to the
dictionaries)**

[Desktop Data Dictionary](#)

[Online Data Dictionary](#)



Utilize the help resources



**Consider using a clearing
account to group payments
and deposits**

How Many Ways Can You Use Transaction Pro?

Import Payroll Into QuickBooks



Import Time Clock Data



Clean Up Lists



Get Inventory Into QuickBooks



Combine QuickBooks Company Files



Data Migration Made Easy



Help Resources

- <https://www.transactionpro.com/support/>

Contact Customer Success

Monday-Friday, 9am-5pm, ET:
email support@transactionpro.com

Expert Services

Purchase one-hour Expert Session or Priority Email Support:
[Learn More](#)

Knowledge Base

Hundreds of articles to help you learn Transaction Pro:
Access our [Knowledge Base](#)

Q&A Forums

Ask and answer questions about Transaction Pro:
[Q&A Forum](#) | [Archived Forum](#)


Transaction Pro Blog

Learn the Ins and Outs of Transaction Pro:
Access our [Blog](#)

YouTube Tutorials

Watch video tutorials on using Transaction Pro:
[YouTube](#)

Knowledge Base



TPRO WEBSITE FORUM SUBMIT TICKET LOGIN

Transaction Pro Support Center


SEARCH

The Transaction Pro Knowledge Base and Forum may be viewed and searched by anyone. However, in order to post or reply in the Forum, you must Login. When you Login, you will also be able to access any support tickets that you have had previously or currently have open with our Support Department.

TOP ARTICLES

| | |
|---|--|
| Sample Import Files and Sample Maps for Transaction Pro Im... | Microsoft Access Database Engine is Required |
| Upgrade to Newest Version of Transaction Pro Importer | Desktop Data Dictionary: How Should My Data Be Mapped? |
| Installation Files for Transaction Pro Importer | Transaction Pro Importer Command Line Codes |
| Connect Transaction Pro to QuickBooks Desktop | Automate Transaction Pro Import for QuickBooks Desktop |
| Desktop versus Server Installation | Trouble Connecting to the QuickBooks File |

SECTIONS
Browse all

Leave us a message! 

QuickBooks Desktop



Importer Only

\$199

one-time fee (not annual) per user

Essential for importing files and lists into QuickBooks. Save time by eliminating duplicate data entry.

Unlimited Company Files

Unlimited Record Import

INCLUDES:

1-Year Email Support
1-day response time*



Importer/Exporter/Deleter PRO

\$299

one-time fee (not annual) per user

Our full suite of tools - expertly manage QuickBooks by importing/exporting files and lists, and deleting unnecessary data.

Unlimited Company Files

Unlimited Record Import

Unlimited Record Export

Unlimited Record Delete

INCLUDES:

1-Year Email Support
1-day response time*

QuickBooks Online



Importer/Exporter

\$100

annually or \$10 per month

One QBO Company/1 User

Import up to 200 rows of data per month

Unlimited Record Export

INCLUDES:

Email Support
1-day response time*



Importer/Exporter/Deleter PRO

\$250

annually or \$25 per month

One QBO Company/3 Users

Unlimited Record Import

Unlimited Record Export

Unlimited Record Delete

INCLUDES:

Email Support
4-hour response time*



Importer/Exporter/Deleter PLUS

\$400

annually or \$40 per month

One QBO Company/10 Users

Unlimited Record Import

Unlimited Record Export

Unlimited Record Delete

INCLUDES:

Priority Email Support
2-hour response time*



Transaction Pro®

The
'APPY HOUR
with Liz & Heather
www.theappyhour.com

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- 🍷 Join The The 'Appy Hour Lounge Facebook Group
<https://www.facebook.com/groups/qbappyhour/>
- 🍷 Register for Zoom so you can join the fun!



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Upcoming Episodes

- February 25 – NettTracker
- March 24 – CommerceSync
- April 28 – ADP Special Announcement
- May 12 – Vic.ai
- May 26 – Deep Dive with Matthew Fulton and ADP
- June 9 – Practice Ignition Panel Discussion

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