

Migrating to a new QuickBooks Desktop file



Exporting and Importing monthly history



Tonight's Agenda

Who here has ever had to start a new QBDT file? Not fun, am I right?

Starting a new QuickBooks company file *is a lot of work* and can take a good deal of time. However, *with the right tools*, exporting monthly history and importing into a new file can be the *easiest and quickest part of the process*.

I don't want to spend too much time buried in details so I will provide Ernest with handout copy of this PPT so you can read it later.

Hints and Tips!!

- I am going to give you an overview of the process and things to think about.
- I will touch on various ways to tackle a project like this.
- Finally, I will show you two 3rd party apps available to help speed up the process.

Outline

1. Reasons for starting a new QBDT file
2. Planning and Options
3. When is the best time to migrate to a new file?
4. History decisions
5. Cleaning up the data – The real work
6. Options for creating a new file
7. Exporting and importing – Lists
8. Exporting Monthly History
9. Importing Monthly History
10. Finishing up the new file

1. Reasons for creating a new company:

- **QuickBooks runs slowly**; upgrading to Enterprise may not solve this
- **Data Damage**; all efforts to correct have failed
- **List Limits**; Grand total all lists 14,500 (individual limits of each list is 10,500)
- **Changing your EIN**; changing from Sole Proprietorship to a Corporation
- **Stop/Start tracking inventory**; You cannot change inventory items to non-inventory part items
- **File Size**; QuickBooks are optimized for files of a certain size. Larger QuickBooks company files are prone to more incidents of data damage and performance issues. **Pro**: 10mb-50mb; **Premier**: 50mb-300mb; **Enterprise**: 3000mb and up

F2 Product Information Screen

Product Information

Product Intuit QuickBooks Enterprise Solutions: Accountant 19.0 Release R1P

License number	5705-7591-0665-795	ACTIVATED
Product number	340-736	R1_19
User Licenses	1	
Installed	09/15/18	

SERVICES INFORMATION

AuthID
Company Realm ID null
Online Billing Token
Shopping Source Token

USAGE INFORMATION

Date First Used 04/08/2018 Number of Uses 12582
Audit Trail Enabled since 10/18/10 21:53:25

FILE INFORMATION

Location C:\Local QB files for testing\A Carpet Company.QBW

	File Size	Page Size	Total Transactions	Total Targets	Total Links	Dictionary Entries	DB File Fragments	Schema version	Server Port	Server IP	Server Name	# of Users Logged In	Current Cache Size	Max Cache Size
	292924 K	4096	82477	405930	84894	9364	126	125.0	0	192.168.110.168	QB_data_engine_29	1	524	3413

VERSIONS USED ON FILE

V13.0D R5 05/27/2004
V13.0D R6 06/24/2004
V13.0D R7 07/14/04
V15.0D R1 12/10/04
V15.0D R3 02/04/05
V15.0D R4 03/25/05
V15.0D R5 04/14/05

INTEGRATED APPLICATION INFORMATION

of apps 6
Last accessed 12/27/17 23:39:07

CONDENSE INFORMATION

Last run 12/28/14
Last as of date 06/30/11
Last payroll deleted 12/31/10
Last inventory deleted None

List Information

Total Accounts: 241
Total Names: 10,345
Customers: 9,570
Vendors: 702
Employees: 72

Free Memory 4194303 K

LOCAL SERVER INFORMATION

Hosting:	Off	Server IP		DB Engine version	17.0.4.2182
Initial Cache	514	Server Port	0		
Cache	Unlimited	Server Name			

OK Review last Verify / Rebuild

2. Planning and Options:

Do not jump into a project as large as setting up a new file without a detailed plan!

If the client is dealing with list limits -

1. Upgrade Pro/Premier to Enterprise
2. Condense the file and purge old list names
3. Start a new file

For all other reasons -

1. Start a new file

3. When is the best time to migrate to a new file?

Year-end is the most obvious time to start a new data file, but January may not be the best time for this project if the client and your staff are busy with the year-end closings, auditors, W2s & 1099s.

Re-design, setup, and history migration should be done well before the go-live date. Consider starting the process in the Fall, or a slower time of year.

Once you make it to January, import December's trial balance and add open A/P and A/R items. Adjusting entries can be added as the old set of books are closed.

4. History decisions

1st Question! Is the current data valuable for comparison reporting?

No? If not, start fresh. Forget about comparison financials and concentrate on the opening Trial Balance and clean lists. Simply deal with beginning open A/R, A/P and outstanding banking items.

Yes? One must decide between trying to export/import historical transactions or monthly trial balances.

- **Transactions** – I rarely recommend attempting to bring over complete transactions such as A/R and A/P. It adds a level of complexity involving matching vendor and customer names, sales codes and linked transactions such as Invoice/Payments and Bills/Bill Payments. Again, the data structure would need to be almost identical.

- **Monthly Trial Balances** – How far do you go back?

The cleanest and least stressful way to migrate history is exporting monthly trial balances and importing those as monthly journal entries in the target software.

5. Cleaning up the data – The REAL work!

Part of a good data file is clean lists.

Now is your chance to do Chart of account (COA) and other list maintenance.

TIP! If you must continue working in the old file until the target start date, cleanup will need to be made in the working file. Otherwise, use a copy.

“Work” A/R and A/P.

Deal with any old open transactions. Apply payments.

You want to bring across valid open transactions to the new.

5. Cleaning up the data - Cosmetic

Edit the COA in QuickBooks source data first

The beauty (or scary part) of QuickBooks lists is that every name has a hidden underlying reference number. This is what enables us to edit account numbers, names and descriptions.

These “cosmetic” changes are retroactive for all activity.

Accounts and other list names can be merged by naming them the same.

Are there Other Expense type accounts that should be up with the regular Expense accounts? Current assets listed as long-term? Has the “Insurrance” account been misspelled for years?

Now’s your chance to change them!

5. Cleaning up the data – Merging or Expanding

Bring forth the almighty Chart of Accounts!

Consistency of the chart of accounts (COA) between the old and new systems is imperative. Each figure in the trial balance journal entry needs to land in the right place! Carefully plan your new chart of accounts.

Even if you adore your current chart, it can probably use some cleanup.

1. Your accounts may have simple one to one relationships (Utilities to Utilities)
Or many accounts to one account. (Gas, Electric & Water to Utilities)
2. A more complex one to many accounts relationship requires spending time analyzing transactions in each account to determine how they should be split up.
(Utilities to Gas, Electric & Water)

5. Cleaning up the data – Account Numbers

Does the client use account numbers that the auditors and tax accountants use?

Consider documenting new accounts and/or changes first with a conversion table in Excel. Trust me, your tax accountant and auditor will thank you next year.

TIP! Many import tools prefer importing account numbers versus account names.

6. Three Options for creating a new file

There are three options to start a new file

- 1) Condense and completely **purge** a copy of the current file of all transactions
Try and salvage as much of the old file as possible. It doesn't always work, but it is worth the effort!
- 2) Create a **New file from Existing file**
A feature of QuickBooks
- 3) **Start a new** empty company file

6. Options for creating a new file – (1) Purge

Condense and completely purge all transactions

This "**shell**" retains:

- Multiple User preferences and tool bars
- Memorized Reports
- Payroll Items
- Employees, Payroll and tax setup
- All lists

TIP! Never work on data over a network.

- Copy and Paste the .QBW file to a local C:/ Folder
- Single mode - Admin User
- File>Utilities>Condense Data

TIP! Use two condense steps:

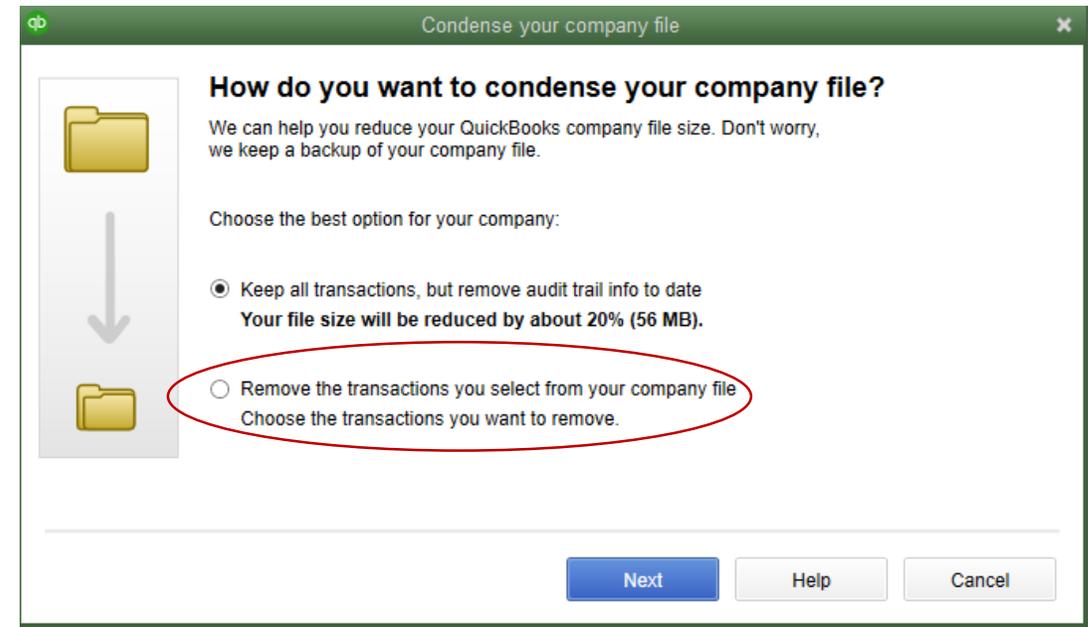
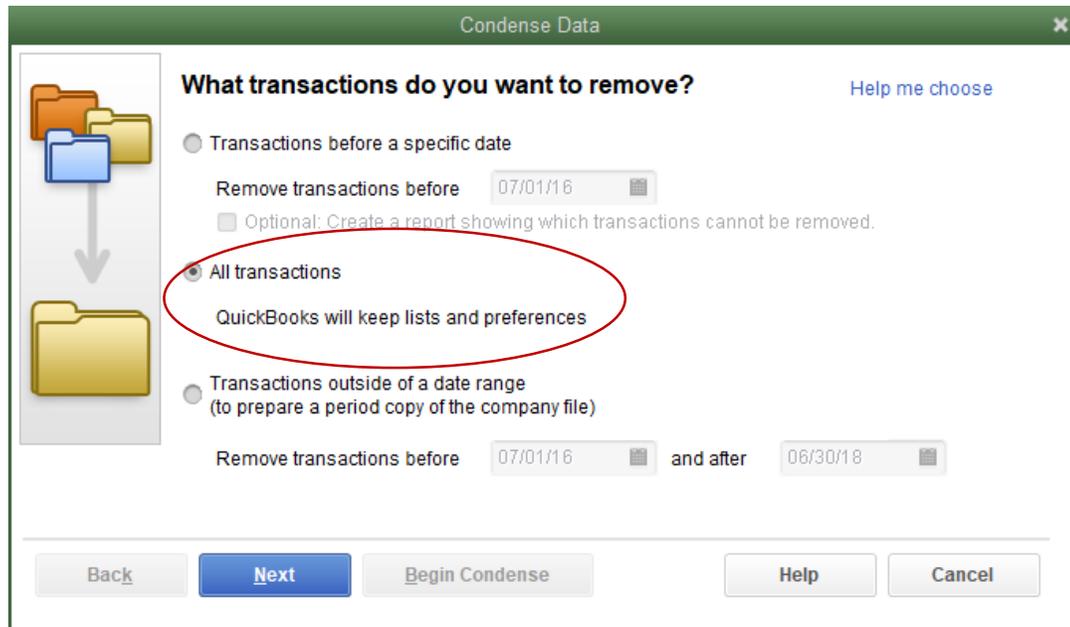
Condense the file to include the past few years of transactions and delete all list names not used during this period.

Then Re-Condense the file and delete all transactions.
This will leave a lists of current vendors and customers

6. Options for creating a new file – (1) Purge

How?

You remove all transactions by following the steps under “Condense Data Utility” within QuickBooks. Once the transactions are removed, it is possible to delete unnecessary accounts and names.



6. Options for creating a new file – (1) Purge

Don't give up!

I had one file take over 15 hours. I thought it was locked up, but I left it running overnight and was amazed when it finished!

Tip! Re-sort all lists when done.

Payroll Warning!

All payroll transactions will not purge unless they are in a prior year. Either wait until 1/1 to purge the file copy or try changing the operating system date.

6. Options for creating a new file – (2) New from old

Create a new company file from an existing one if you have QB Enterprise or QBDT-Accountant's edition

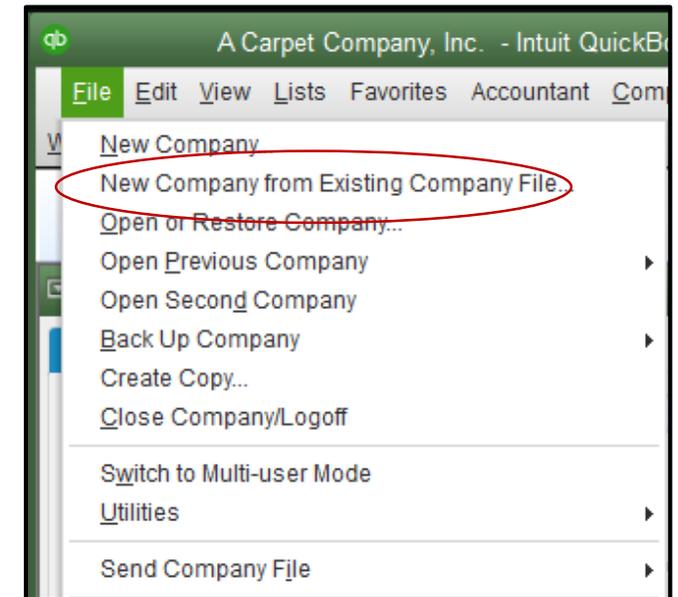
Note: QuickBooks doesn't copy sensitive information, such as the Employer Identification Number (EIN) or payroll information, to the new company file.

How?

1. Choose File > New Company from Existing Company File.
2. Click Browse and navigate to the company file you want to copy.
3. Select the file and click Open.
4. Enter a name for your new company file.
5. Click Create Company.

QuickBooks will use the existing company's:

- Preferences
- Sales tax items
- Memorized reports
- Chart of Accounts (QuickBooks **doesn't** copy bank or credit card accounts)



6. Create a New File

Be prepared to answer EasyStep Interview questions.

- Fiscal Year end?
- Do they charge sales tax?
- Progress invoicing?
- Do they track inventory?

Select a starting date:

6. Create a New File – Set up wizard

Un-check the recommended accounts!

6. Create a New File

Go through company and Admin user preferences

By default - Class names and account numbers will be turned off

Delete what you can before importing COA:

The screenshot shows the 'Chart of Accounts' search interface in Intuit QuickBooks Enterprise Solutions. The title bar reads 'Test New Company - Intuit QuickBooks Enterprise Solutions'. The menu bar includes 'File', 'Edit', 'View', 'Lists', 'Favorites', 'Accountant', 'Company', 'Customers', 'Vendors', 'Employees', 'Banking', 'Reports', 'Window', and 'Help'. The main content area has a search bar with the placeholder text 'Look for account name or number', a 'Search' button, and a 'Reset' button. Below the search bar, a list of account names is displayed, with the following items highlighted in blue: 'Sales Tax Payable', 'Opening Balance Equity', 'Retained Earnings', and 'Estimates'.

7. Exporting and Importing - Lists

When starting an empty data file, you will need to import list data such as the Chart of accounts, Customers/Vendors, Classes and other lists.

Excel is your friend

The go-to intermediate holder of data is Excel, which allows you to edit data before importing.

***Tip!** It is painful to attempt an import and then find that there is an account unavailable to receive the journal entries. Make sure that the COA in the target data is the same.*

7. Exporting and Importing - Lists

IIF (*Intuit Interchange Format*)

QuickBooks enables us to export and import lists in special format files or ".iif" files.

An IIF file can be read in Excel.

Open the iif file and step through the wizard.

Select File Type "Delimited"

Next> "Tab" delimiter

Next>Column date format "General"

*Do not save it as an Excel file if you need the IIF for importing.

File > Utilities > Export > Lists to IIF files

The screenshot shows the ASB Accounting software interface. The 'File' menu is open, and the path 'Utilities > Export > Lists to IIF Files...' is highlighted. The 'Lists to IIF Files...' option is also highlighted in a red box. Below this, the 'Export' dialog box is open, titled 'Export', with the instruction 'Select the lists that you would like to export.' A red box highlights the first three options: 'Chart of Accounts', 'Customer List', and 'Vendor List'. Other options include 'Employee List', 'Other Names List', 'Customer Type List', 'Vendor Type List', 'Class List', 'Job Type List', 'Item List', 'Payment Terms List', 'Payment Method List', 'Shipping Method List', 'Customer Message List', 'Budgets', 'To Do Notes', 'Sales Rep List', 'Price Level List', and 'Sales Tax Code List'. The dialog box has 'OK', 'Cancel', and 'Help' buttons.

WARNING! An IIF file will include inactive accounts and names.

7. Exporting and Importing - Lists

Caution!

An .iif (Intuit Interchange Format) file has no data checking abilities before version 2019.

QBDT 2019 has added some file protection, but I am still testing it.



Last modified 12 days ago

Improved IIF Import in QuickBooks 2019

QuickBooks 2019/Enterprise 19.0 has an improved .IIF functionality which not only shows you the number of items successfully imported or failed, but also provides you with a new .IIF file of the failed transactions along with messaging about why they failed. Not only does this make it easier for you, it also eliminates the possibility of importing bad data into your file.

1. Go to **File > Utilities > Import > IIF Files**.
2. Select **Import IIF**, browse to your file and select **OK**.
 - If your file was imported correctly, you'll see a message that shows the number of list/transactions items successfully imported.
 - If not, a message will appear showing both the number of successful as well as failed list/transactions items. QuickBooks will also create a new IIF file for the failed records.

7. Importing – Review the COA carefully

QuickBooks Name	Client's Acct Name	QuickBooks Default #	Client's Acct #
Open Balance Equity	Same	30,000	3000
Retained Earnings	Retained Earnings, Beginning	32,000	2940
Sales Tax Payable	Same	25,500	2400
Undeposited Funds	Undeposited A/R Payents	12,000	1101
Cost of Goods Sold	Inactive	50,000	
Inventory Asset	Inactive	12,100	

8. Exporting Monthly History

Special GL Account issues

QuickBooks requires some special accounts, including A/P and A/R. Accounts Payable transactions require vendor names and Accounts Receivable requires customer names.

Your journal entries will need to import history into temporary regular current asset and liability accounts.

Likewise for Sales Tax Payable as each transaction requires a sales tax vendor name. Do not import history into the system generated Sales Tax Payable account.

New Accounts needed:

Accounting Receivable History	####B	Current Asset
Accounts Payable History	####B	Current Liabilities
Sales Tax Payable History	####B	Current Liabilities

8. Exporting Monthly History – Two Options

A) **Manually compile** figures for the monthly journal entries

A monthly period change trial balance can be compiled in Excel manually by recording the change column on a month to month Balance Sheet along with the monthly P&L or P&L by class if needed.

If this proves too time-consuming, use a 3rd party utility.

B) **TBX Trial Balance Exporter**

TBX is a fast and easy tool to export monthly activity in seconds.

MANUALLY COMPILE JULY 2016

Balance Sheet

Customize Report Comment on Report Share Template Memorize Print E-mail Excel

Dates Custom As of 07/31/16 Show Columns Total only

Report Basis: Accrual Cash Show Filters

4:36 PM 09/19/18

A Carpet Company, Inc.
Balance Sheet
As of July 31, 2016

	Jul 31, 16	Jun 30, 16	\$ Change
Accr			
2462 · Profit Sharing Benefits	30,000.00	30,000.00	0.00
Total Accr	30,000.00	30,000.00	0.00
P/R			
2310 · 941 Payable	5,844.04	6,601.50	(757.46)
2330 · GA State Withholding	995.26	1,135.94	(140.68)
2331 · SC State Withholding	398.21	307.69	90.52
2352 · Federal Unemployment	12.60	96.71	(84.11)
2353 · SUI, Georgia	23.90	172.48	(148.58)
2354 · SUI, South Carolina	0.39	4.02	(3.63)
Total P/R	7,274.40	8,318.34	(1,043.94)
2400 · Sales Tax Payable	5,096.65	7,346.72	(2,250.07)
2550 · Customer Deposits on hand	61,269.12	55,389.91	5,879.21
Total Other Current Liabilities	103,640.17	101,054.97	2,585.20
Total Current Liabilities	269,526.72	141,929.56	127,597.16
Long Term Liabilities			
2620 · Deferred Income Tax	27,000.00	27,000.00	0.00
Total Long Term Liabilities	27,000.00	27,000.00	0.00
Total Liabilities	296,526.72	168,929.56	127,597.16
Equity			
2920 · Common Stock	11,800.00	11,800.00	0.00
2930 · Additional Paid In Capital	500.00	500.00	0.00
2940 · Retained Earnings, Beginning	1,520,104.06	1,520,104.06	3,849.10
Net Income	(285,507.43)	3,849.10	(289,356.53)
Total Equity	1,236,746.73	1,536,253.16	(285,507.43)
TOTAL LIABILITIES & EQUITY	1,547,272.45	1,705,182.72	(157,910.27)

Profit & Loss

Customize Report Comment on Report Share Template Memorize Print E-mail Excel Hide Headers

Dates Custom From 07/01/16 To 07/31/16 Show Columns Class

Report Basis: Accrual Cash Show Filters

4:36 PM 09/19/18

A Carpet Company, Inc.
Profit & Loss
July 2016

	Store 1 GA	Store 2 GA	Store 3 SC	Overhead	TOTAL
5090 · Professional Fees	0.00	0.00	0.00	625.00	625.00
5110 · Rent	0.00	0.00	1,650.00	0.00	1,650.00
R&M					
5120.00 · Building, R&M	499.04	53.00	0.00	0.00	552.04
5120.01 · Equipment, R&M	214.88	41.00	0.00	0.00	255.88
5120.02 · Computers & Updates	222.50	0.00	0.00	0.00	222.50
5120.10 · Repairs & Maint, Yard Work	210.00	124.00	0.00	0.00	334.00
Total R&M	1,146.42	218.00	0.00	0.00	1,364.42
5143 · Samples & Book Plans	-10.73	595.74	109.05	0.00	694.06
5145 · Security	617.65	0.00	0.00	0.00	617.65
5155 · Taxes, Payroll	5,077.03	575.10	38.25	0.00	5,690.38
5157 · Telephone	774.65	659.14	347.00	0.00	1,780.79
5170 · Uniforms & Laundry	227.40	0.00	0.00	0.00	227.40
5180 · Utilities	1,336.34	887.50	0.00	0.00	2,223.84
5198 · Waste Disposal	1,350.78	0.00	349.27	0.00	1,700.05
Total Expense	71,431.41	11,133.48	6,477.48	18,195.19	107,237.56
Net Ordinary Income	-204,498.80	-53,730.95	-10,268.57	-18,195.19	-286,693.51
Other Income/Expense					
Other Income					
6020 · Commissions Income	328.27	0.00	650.00	0.00	978.27
6025 · Vendors Comp	96.10	81.58	16.40	0.00	194.08
6030 · Finance/Restocking Fees	0.00	0.00	11.35	0.00	11.35
6040 · Interest Income	0.00	0.00	0.00	2.38	2.38
Total Other Income	424.37	81.58	677.75	2.38	1,186.08
Net Other Income	424.37	81.58	677.75	2.38	1,186.08
Net Income	-204,074.43	-53,649.37	-9,590.82	-18,192.81	-285,507.43

8. Exporting Monthly History – TBX

***Tip!** "Unallocated" class name must be blank if importing back into a QBDT file. In the class name replacement table, blank the "99" default name.*

DEMO

8. Exporting Monthly History – TBX

Beginning Trial Balance:

Export an "As of" Trial Balance as of the last day of the prior fiscal year

Uncheck "Include header and totals"

Open the CSV file in Excel

Replace A/R, A/P and Sales Tax Payable account names with the temporary accounts

Add two columns:

TxnDate Populate the column with the same date. Example = 12/31/16

RefNumber Populate the column with the same ref.

*Max 11 Characters. Example = JE-Dec2016

Monthly History:

Export Journal Entries for each year needed

Open the CSV file in Excel

The exported journal entries will be in account order

Replace A/R, A/P and Sales Tax Payable account names with the temporary accounts

9. Importing Monthly History

What tools can be used for importing?

If starting a new data file in desktop or moving to QBO, there are many programs on the market that can be used to avoid manually entering journal entries.

These tools do have a cost.

[Zed Axis Importer](#)

[SAASANT](#)

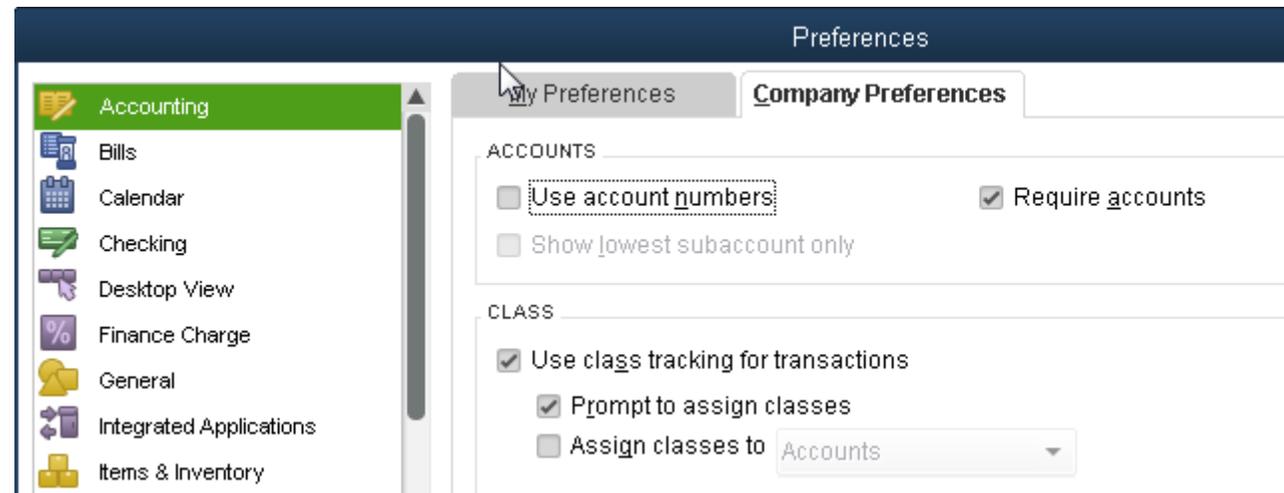
[Business Importer](#)

[TPI Transaction Pro Importer](#)

9. Importing Monthly History with TPI

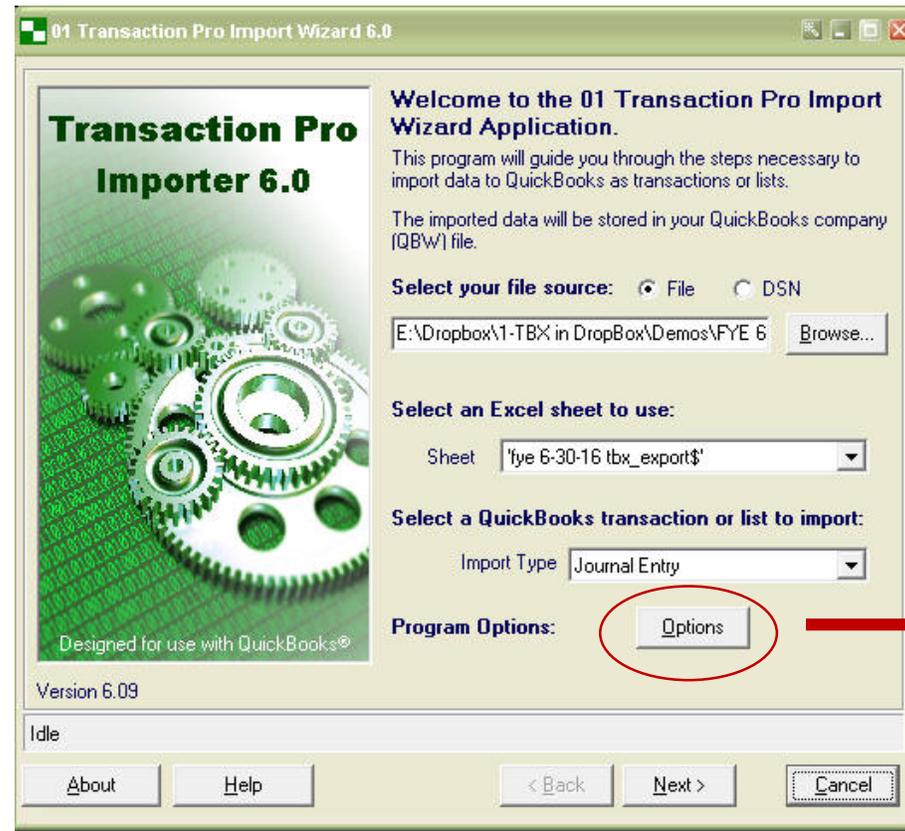
New with Version 6.0 - In order to import using the account names instead of account numbers, account numbers must be turned off in the file.

1. Open new QuickBooks file
2. Under Preferences>Accounting Uncheck Use Account Numbers



9. Importing Monthly History with TPI

With QuickBooks open in the background, start TPI



Options
Next page

9. Importing Monthly History with TPI – Option Settings

01 Transaction Pro Import Wizard 6.0

Basic | Advanced | e-Commerce

Customer Transaction Options

- Lookup Customer Name in QuickBooks when Account Number is Mapped to Customer Field
- Use Customer Price Levels on Sales Transactions
- Enable Credit Card Fields

Vendor Transaction Options

- Lookup Vendor Name in QuickBooks when Account Number is Mapped to Vendor Field

Transaction Reference Numbers

- Let QuickBooks Auto-Assign Journal Entry Numbers

List Items

- Do not update addresses on existing QuickBooks List Items
- Do not add new customers to QuickBooks
- Do not add new vendors to QuickBooks
- Do not add new items to QuickBooks
- Do not add new accounts to QuickBooks
- Do not add new employees to QuickBooks

Import Options

- Validate file before importing - attempts to first save each transaction (catches most errors)
- Truncate import field data that exceeds maximum length allowed by QuickBooks
- Clear Transaction Bill to/Ship to Address when importing
- Skip transactions with matching reference numbers (i.e. Invoice #, Check #) in QuickBooks
- Replace transactions with matching reference numbers (i.e. Invoice #, Check #) in QuickBooks
- Generate Transaction Log - outputs all processed and failed transactions to a log window

Help Cancel Save

01 Transaction Pro Import Wizard 6.0

Basic | **Advanced** | e-Commerce

Custom Fields

- Enable custom fields defined in the QuickBooks company file

General Ledger Accounts

- Cross reference account description for Account name

Bills

- Enable columns as rows for bills

Checks

- Enable columns as rows for checks

Items

- Cross reference item custom field value for item name

Sales Transactions

- Add Customer Company Name, Customer Type and Customer Resale No to sales transactions

Journal Entries

- Specify a single column for Debit/Credit instead of separate columns
- Journal Offset Account - Out of balance posted to: SUSPENSE

Technical Support Troubleshooting Log File

- Output all communications with QuickBooks to XML log file (use for diagnostics only)

Help Cancel Save

9. Importing Monthly History with TPI – Mapping

01 Transaction Pro Import Wizard 6.0

Map the fields in your file to the QuickBooks fields: Select the row of the field you want to map and choose the matching QuickBooks field from the drop-down list. Repeat this for all the fields you want to map to QuickBooks. Clicking the Next button saves the current map, overwriting any existing map.

\\asbfs1\users\Sara\Documents\01 Transaction Pro Importer 6.0\Journal Entry map.dat

QuickBooks Fields	Import File Columns	Static Value/Formula
RefNumber	Ref Number	
Transaction Date	TxnDate	
Account	FULL ACCOUNT NAME	
Debit (+) or Credit(-)	AMOUNT	
Memo		QuickBook History
Name		
Class	CLASS CODE	
Billable		
Is Adjustment		Y

Fields marked in red are required

Field Match Load Map Save As Clear Map

Idle

About Help < Back Next > Cancel

Mapping creates a “.dat” file. Find a saved .dat file by selecting Load Map.

9. Finishing up the New File

Once you Import the final month's trial balance, you will need to enter the open items.

Tip! Do not date them in a prior month as this will effect the G/L.

1. **Accounts Receivable invoices and CM:** Add one new item name called "Opening balance" and point it to the Accounts Receivable History account. Enter the opening balances only. Do not repost revenue or sales tax. Verify that the entries zero the temporary account.
2. **Accounts Payable bills and Bill Credits:** Post the open items to the Accounts Payable History account. Verify that the entries zero the temporary account.
3. **For bank reconciliation purposes,** journal the balance the bank account to a temp clearing account. Journal back the cleared balance per the bank statement and mark it cleared. Enter all outstanding checks, making sure not to date them in a past month and posted against the clearing account. Do the same for deposits in transit.
4. Journal the **unpaid sales tax** into the system generated Sales Tax Payable account with the appropriate sales tax vendor names

Sara Laidlaw-Woodruff:

Certified ProAdvisor - QuickBooks Desktop.

Owner of [Accounting Services Bureau Inc](#) Specializing in nonprofits and audit prep.

Developer of [TBX Trial Balance Exporter for QuickBooks Desktop](#).

Ernest Cook:

Expert with QuickBooks SDK, QCube, TPI, SQL and Power BI.

Owner of <http://www.BetterIdeaGroup.com>

