

# Say Good-bye to QuickBooks and Hello to AccountEdge



## QUICKBOOKS TO ACCOUNTEDGE CONVERSION GUIDE

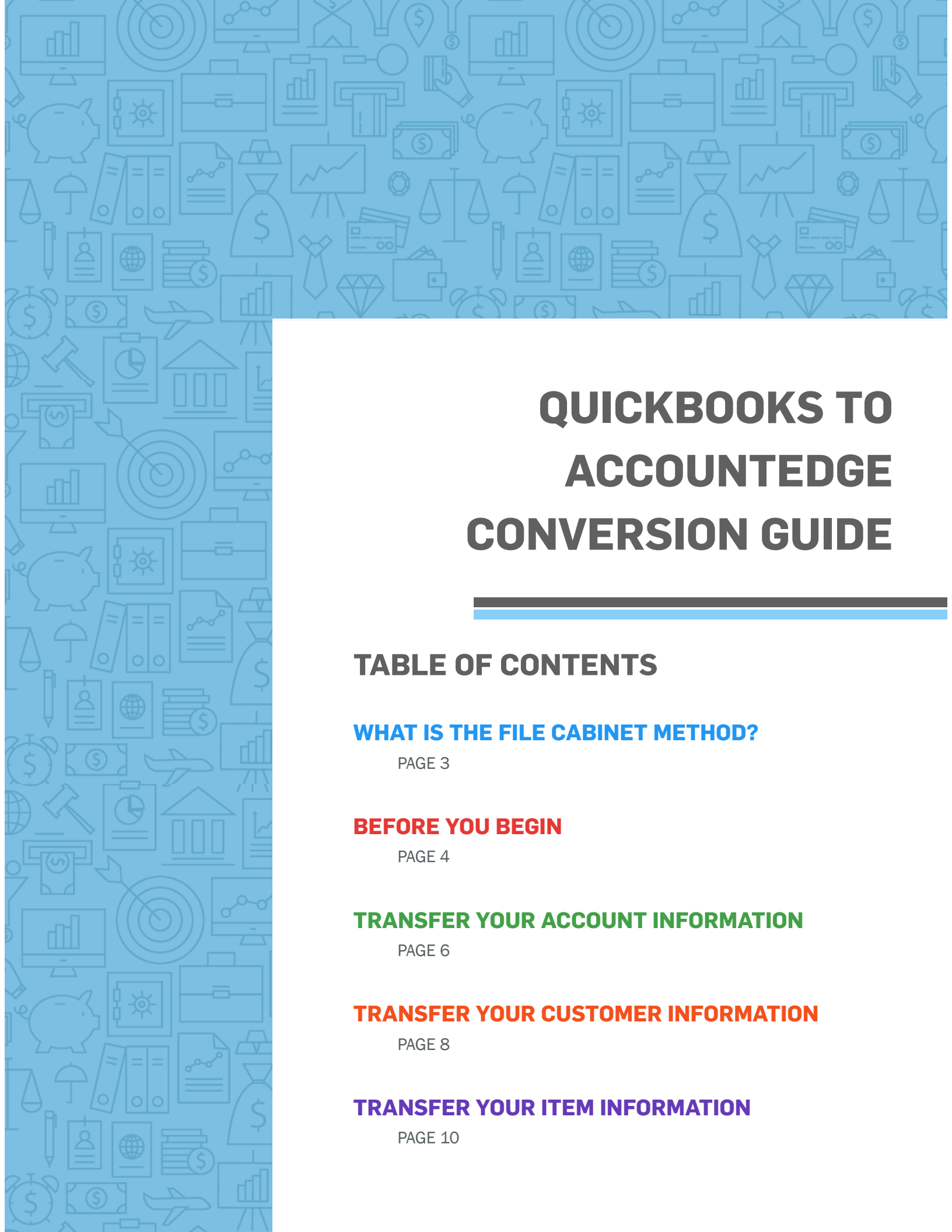


Our goal is to save you as much time as possible while you transition your business accounting software. While “accounting is accounting”, AccountEdge takes a very different approach to helping you manage your business by making true accounting details accessible to you. But don’t worry, you won’t need to be an accountant to get up to speed quickly. We promise.

This guide will walk you through transferring your accounts list, contact information, and your list of items or services.

If you need to transfer more detailed data, you should look at the QuickBooks Conversion Service provided by AccountEdge Certified Consultant, Computer Survival. To request a quote or to see additional information on what data can be transferred with this service, [click here](#).

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# QUICKBOOKS TO ACCOUNTEDGE CONVERSION GUIDE

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# WHAT IS THE 'FILE CABINET METHOD'?

You have made the decision to leave QuickBooks and move your accounting over to AccountEdge, so now what? The first step is to pick a start date, which will be the day you begin using AccountEdge to enter all of your transactions for your business. From that day forward you will no longer enter transactions in QuickBooks. QuickBooks will now become your file cabinet that you can look back to in order to run reports and view historical transactions. Most business owners look back much less than they think over time.

Typically you would want to start at the beginning of a month, quarter or fiscal year. Each has its plusses and minuses so pick the date that is most realistic for you, even if it means re-entering some data into AccountEdge. For example: it might be two weeks after the quarter ended, so you may want to re-enter the last two weeks of transactions in AccountEdge.

While starting with AccountEdge at the end of a financial quarter or fiscal year is most common, you can switch over at any time that works best for you.

## WHAT CAN BE TRANSFERRED

This guide will walk you through exporting from QuickBooks and importing into AccountEdge:

- Accounts List with Opening Balances
- Customer Contact Information
- Item Information

**This guide does not address converting transaction history.** If you would like to convert data beyond what is listed above, such as transaction history, there is a QuickBooks to AccountEdge Conversion Service available. For more information about this service [click here](#).



# BEFORE YOU BEGIN

## HELPFUL GUIDES

Take a few minutes to read through the following help documents in order to familiarize yourself with AccountEdge. Reading these documents first will help you to successfully convert your data later in the process.

[Create a Company File](#)

[Set Up Preferences](#)

[Accounts Setup](#)

[File Formats for Importing](#)

## ACCOUNTEDGE SAMPLE FILE

The key to bringing your data from QuickBooks into AccountEdge is being comfortable working with data in Excel, understanding the fields available in QuickBooks and AccountEdge, and using Excel to maximize the data you convert.

A quick trick to get more familiar with the AccountEdge data format is to export sample data from our sample company file, Widgets Coffee Co, which is included in every installation of AccountEdge.

1. Open AccountEdge and select to open the Sample Company, Widgets Coffee Co from the AccountEdge Welcome Window.

2. Go to FILE > EXPORT DATA from the top menu bar.
3. Export the following data:
  - Accounts - Account Information
  - Cards - Customer Cards
  - Items
4. Keep the defaults on the first export window in AccountEdge, click CONTINUE.
5. Select MATCH ALL, export all available data, click EXPORT.
6. Save the new text file (.txt) to your desktop so it is easy to locate.
7. Open the text file in Excel to view in a readable format.

Use these exported files as a tool to help you better understand the AccountEdge field names and types. They will also help you match and import your QuickBooks information correctly in AccountEdge.

## HELPFUL TIPS

- AccountEdge fields marked with an asterisk\* are required and must be filled in for successful import.
- Conditional Fields^: fields marked with a caret^ are conditional fields. When importing, at least one of these fields must contain valid entries for matching fields in the company file.
- When you begin exporting your data from QuickBooks, take some time to closely review the Excel files you create. We suggest you delete any data you won't need moving forward (accounts you don't use, old customers and vendors, items you no longer sell).
- **Back Up. Back Up. Back Up.** Make copies of your AccountEdge file after completion of each step. This will allow you to easily restart a step if needed without having to completely start over.

## ACCOUNTEDGE COMPANY FILE

Before you get started converting your QuickBooks data, you will need to install AccountEdge on your computer. Once installed, it is time to create your company file.

Launch AccountEdge and select CREATE NEW COMPANY FILE from the Welcome Window. This will start the guided setup that will take you through setting up your file for the first time.

When you get to step 4 in the setup process, Accounts List, you have a choice on how you would like to set up your chart of accounts. You can start with a chart of accounts provided by AccountEdge or import your own list. If you would like to import your own list of accounts, choose 'I would like to build my own accounts list once I begin using AccountEdge'. The next section of this guide will show you how to import your own list of accounts into AccountEdge.

If you do not have a detailed account list in QuickBooks, it may be easier for you to use one of the default lists from AccountEdge and enter in your opening balances as of your switch date. When creating your company file you can select 'I would like to start with one of the lists provided by AccountEdge'. From there you can select your Industry and Business Type, and AccountEdge will create your list of accounts. You can edit, add, and remove accounts from the default list, and easily add your opening balances to your accounts.

If you would like to see additional information on creating your AccountEdge Company File, [click here](#).

# TRANSFER YOUR ACCOUNT INFORMATION

## EXPORT ACCOUNT DATA FROM QUICKBOOKS

1. Open your QuickBooks file, click on the reports drop down menu and select LIST > ACCOUNT LISTING.
2. Select the OPTIONS button to access the available fields.
3. Select the fields you would like to export from QuickBooks and select OK.
4. Click EXPORT and Excel will launch the report automatically.

NOTE: If you receive the error message 'Excel could not open Account Listing.xlsx because some content is unreadable. Do you want to open and repair this workbook?', click OPEN AND REPAIR then save the repaired file.

5. Select and delete the report headers (top 3 lines) so that the field header records occupy the first row of the spreadsheet.
6. Refer to the [Accounts Section](#) of the Importing Fields help guide to confirm that all fields are in the appropriate format.

NOTE: We suggest that you import your Account Number, Account Name, and Opening Balance into AccountEdge. The Account Number field is required in order to import a new account.

Take a look at how AccountEdge formats the Account Number by account type:

Account Number	Account Type
1XXXX	Asset
2XXXX	Liability
3XXXX	Equity
4XXXX	Income
5XXXX	Cost of Goods
6XXXX	Expense
8XXXX	Other Income
9XXXX	Other Expense

7. Look at your list of Account Numbers and make sure that they follow the AccountEdge format for Account Numbers and Account Type. All account numbers must be unique, you can not have duplicate account numbers. If you have a five digit account number, continue to step 8. If you have a four digit account number, continue to step 7.
8. If your account numbers have four digits, you will need to turn them into five digit account numbers. We recommend that you add zero at the end of your existing account numbers.
9. Save the Excel file in a Tab-Delimited Text format.

## IMPORT ACCOUNT DATA INTO ACCOUNTEDGE

1. Open your new AccountEdge company file, click on the FILE drop-down menu, and select IMPORT DATA > ACCOUNTS > ACCOUNT INFORMATION.
2. Select the following:
  - Import File Format: Tab-delimited
  - First Record is: Header Record
  - Duplicate Records: Reject Them
3. The Open File window appears. Select the tab-delimited file you saved in step 8 from the 'Export Account Data From QuickBooks' Section. Select OPEN.
4. Next you will match your old QuickBooks fields to your new AccountEdge fields. Select the field on the left and then select the field you would like to match it to on the right. Continue this process until all desired fields have been matched appropriately. Select IMPORT.
5. After your import is complete, a pop-up window will appear letting you know how many records were imported without errors, skipped, or imported with warnings.
  - **If it says all your records imported without errors,** you have completed importing your QuickBooks accounts into your AccountEdge company file. Take a look at your new Accounts List in AccountEdge and make sure all the information is correct. Continue to the Transfer Your Customer Information section.

- **If the window shows some records were skipped,** or that some records were imported with warnings, continue to step 6.

6. If the warning window shows some records were skipped, or that some records were imported with warnings, open the AccountEdge Import Log (found in the same folder that contains your AccountEdge company file). Open 'Import Log.txt' with Excel for easier viewing.

NOTE: Forget where you saved your AccountEdge company file? You can easily locate it by looking at the AccountEdge Command Center. Towards the bottom left of the AccountEdge Command Center you will see a magnifying glass icon with the name of your company file. Click on the icon to be brought directly to where your company file has been saved.

### ACCOUNTEDGE IMPORT LOG

The AccountEdge Import Log will list any errors that occurred during the import process. The errors and warnings that occurred during the import process are listed at the bottom of the log. Those error codes will correspond to the number in front of each record.

Open the Excel spreadsheet you created in step 8, make the corrections needed based on the error messages, and reimport the file.

NOTE: Make sure to select Duplicate Records Update Existing Record when you re-import the file.

Continue that process until all records have been imported successfully. Review your new Accounts List in and make sure all the information is correct. Continue to the Transfer Your Customer Information section.

# TRANSFER YOUR CUSTOMER INFORMATION

## EXPORT CUSTOMER DATA FROM QUICKBOOKS

NOTE: The instructions found in this section will focus on customers, but the same steps can also be used to import Lead, Vendor, and Employee contacts as well.

1. Open your QuickBooks file, select the Reports drop down menu, select LIST > CUSTOMER CONTACT LIST.
2. Select the OPTIONS button to access the available fields.
3. Select the fields you would like to export from QuickBooks and select OK.
4. Click EXPORT and Excel will launch the report automatically.

NOTE: If you receive the error message 'Excel could not open Account Listing.xlsx because some content is unreadable. Do you want to open and repair this workbook?', click OPEN AND REPAIR then save the repaired file.

5. Select and delete the report headers (top three lines) so that the field header records occupy the first row of the spreadsheet.
6. Refer to the [Cards - Customer Section](#) of the Importing Fields help guide to help you match your fields properly and confirm that all fields are in the appropriate format.

NOTE: AccountEdge allows you to keep track of a contact card by company name or contact name. If you track customers by Contact Name you should use the 'Co./Last Name' and 'First Name' fields. If you maintain contact by Company Name you should use the 'Co./Last Name'. If you track both a Company Name and Contact Name for your customers you should match your Company Name column to the 'Co./Last Name' field and Contact Name to 'Contact' field in AccountEdge.

7. Save the Excel file in a Tab-Delimited Text format.

NOTE: If your QuickBooks Customer Names contains commas, they will be imported into AccountEdge with quotation marks, unless they are removed before saving this file.

## IMPORT CUSTOMER DATA INTO ACCOUNTEDGE

We suggest you import the following fields: Company or First Name, Last Name, Street 1, Street 2, City, State, and Postal/Zip, Contact, Phone, and Email.

1. Open your new company file in AccountEdge, click on the FILE drop down menu, and select IMPORT DATA > CARDS > CUSTOMER CARDS.
2. Select the following:
  - Import File Format: Tab-delimited
  - First Record is: Header Record
  - Duplicate Records: Reject Them



3. The Open File window appears. Select the tab-delimited file you saved in step 7 from the 'Export Customer Data From QuickBooks' Section.
4. Here you will match your old QuickBooks fields to your new AccountEdge fields. Select the field on the left and then select the field you would like to match it to on the right. Continue this process until all desired fields have been matched appropriately. Select IMPORT.
5. After import is complete, a pop-up window will appear letting you know how many records were imported without errors, skipped, or imported with warnings.
  - **If it says all the records were imported without errors**, you have completed importing your QuickBooks customers into your AccountEdge company file. Review your new Customer Data in AccountEdge and make sure all the information is correct. Continue to the Transfer Your Item Information section.
  - **If the window shows some records were skipped**, or that some records were imported with warnings, continue to step 6.
6. If the warning window shows some records were skipped, or that some records were imported with warnings, open the AccountEdge Import Log (found in the same folder that contains your AccountEdge company file). Open 'Import Log.txt' with Excel for easier viewing.

NOTE: Forget where you saved your AccountEdge company file? You can easily locate it by looking at the AccountEdge Command Center. Towards the bottom left of the AccountEdge Command Center you will see a magnifying glass icon with the name of your

company file. Click on the icon to be brought directly to where you company file has been saved.

## ACCOUNTEDGE IMPORT LOG

The AccountEdge Import Log will list any errors that occurred during the import process. The errors and warnings that occurred during the import process are listed at the bottom of the log. Those error codes will correspond to the number in front of each record.

Open the Excel spreadsheet you created in step 7, make the corrections needed based on the error messages, and reimport the file.

NOTE: Make sure to select Duplicate Records Update Existing Record when you re-import the file.

Continue that process until all records have been imported successfully. Take a look at your new Customer Data in AccountEdge and make sure all the information is correct. Continue to the Transfer Your Item Information section.

# TRANSFER YOUR ITEM INFORMATION

## EXPORT ITEM INFORMATION FROM QUICKBOOKS

1. Open your QuickBooks company file. Select the reports drop-down menu and then select LIST > ITEM LISTING.
2. Select the OPTIONS button to access the available fields.
3. Select the fields you would like to export from QuickBooks and select OK.
4. Click EXPORT and Excel will launch the report automatically.

NOTE: If you receive the error message 'Excel could not open Account Listing.xlsx because some content is unreadable. Do you want to open and repair this workbook?', click OPEN AND REPAIR then save the repaired file.

5. Select and delete the report headers (top three lines) so that the field header records occupy the first row of the spreadsheet.
6. Refer to the Items section of the [Importing Fields](#) help guide to confirm that all fields are in the appropriate format.

NOTE: We suggest you import the following fields: Item Number, Item Name, Asset Account, Income Account, Expense Account, Selling Price and Item Description.

7. You will need to add the the following account information for each item:

- Asset Account # (known as Asset Account in QuickBooks) you use to track inventoried items.
- Income Account # (Account in QuickBooks) you use to track the sale of the item.
- Expense/Cost Of Sales Account # (COGS Account in QuickBooks) you use to track when you purchase the item.

NOTE: Make sure you are using the new account numbers that you imported into AccountEdge from the 'Transfer Your Account Information' section.

For each item, AccountEdge will need to know if you buy the item, sell the item and/or inventory the item.

8. Insert a column to the right of each of the following columns and create the corresponding headers:
  - To the right of the Asset Account column - create a new column and title it **Inventory**
  - To the right of the COGS Account column - create a new column and title it **Buy**
  - To the right of the Account column - create a new column and title it **Sell**

9. In the newly created columns, mark the items under the appropriate actions. These columns will tell AccountEdge if you want to buy, sell, or inventory the item.
  - In the new Inventory column, designate with an “X” the items you would like AccountEdge to track as inventoried items.
  - In the new Buy column, designate with an “X” the items you would like AccountEdge to track as items you buy.
  - In the new Sell column, designate with an “X” the items you would like AccountEdge to track as items you sell.
10. Save the Excel file in a Tab-Delimited Text format.

## IMPORT ITEM INFORMATION INTO ACCOUNTEDGE

1. Open your new company file in AccountEdge, click on the FILE drop-down menu, and select IMPORT DATE>ITEMS.
2. Select the following:
  - Import File Format: Tab-delimited
  - First Record is: Header Record
  - Duplicate Records: Reject Them
3. The Open File window appears. Select the tab-delimited file you saved in step 10 from the ‘Export Item Information From QuickBooks’ Section.
4. Match your old QuickBooks fields to your new AccountEdge fields. Select the field on the left and then select the field you would like to match it to on the right. Continue this process until all desired fields have been matched appropriately. Select IMPORT.
5. After import is complete, a pop-up window will appear letting you know how many records were imported without errors, skipped, or imported with warnings.
  - **If it says all the records were imported**, you have completed importing your QuickBooks items into your AccountEdge company file. Take a look at your Items in AccountEdge and make sure all the information is correct. Refer to the [Enter Your Inventory Opening Balances](#) help guide to add inventory counts.

- If the window shows some records were skipped, or that some records were imported with warnings, continue to step 6.
6. If the warning window shows some records were skipped, or that some records were imported with warnings, open the AccountEdge Import Log (found in the same folder that contains your AccountEdge company file). Open 'Import Log.txt' with Excel for easier viewing.

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Open the Excel spreadsheet you created in step 10, make the corrections needed based on the error messages, and reimport the file.

NOTE: Make sure to select Duplicate Records Update Existing Record when you re-import the file.

Continue that process until all records have been imported successfully. Take a look at your Items in AccountEdge and make sure all the information is correct. Refer to the [Enter Your Inventory Opening Balances](#) help guide to add inventory counts.

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