Switching from QuickPayroll to QuickBooks Desktop Payroll

QuickPayroll is a standalone Intuit payroll offering. You can now switch from QuickPayroll to a payroll service in any of the following QuickBooks desktop products, allowing you to integrate your payroll and accounting tasks:

- QuickBooks Simple Start 2008, 2009, and 2010
- QuickBooks Pro 2008, 2009, and 2010
- QuickBooks Premier 2008, 2009, and 2010
- QuickBooks Enterprise Solutions Releases 8.0, 9.0, and 10.0.

This document describes how to switch from QuickPayroll to any of these QuickBooks products.

Note: QuickPayroll customers who also use Quicken can convert either their QuickPayroll or their Quicken file to QuickBooks, but not both.

Step 1: Back up your QuickPayroll company file

1. Open QuickPayroll, then choose **File** > **Backup**.



2. Click the Save in drop-down arrow and select My Documents.

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Save in: [My Documents	- 🕈 🗈 (* 💷 *
File name:	My QuickPayroll Test.QPB		Save
File name: Save as type:	My QuickPayroll Test.QPB QPS Backup (*.QPB)		Save Cancel

3. In the File name field, change the extension from .QPB to .QBB, then click Save.

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File name:	My QuickPayroll Test.QBB		Save
Save as type:	QPS Backup (*.QPB)	<u> </u>	Cancel
			Help

Note: Backing up your QuickPayroll company file with the .QBB extension guarantees that you can transfer your payroll information to another computer with QuickBooks installed on it. You can restore the backup file on that machine without having to install QuickPayroll.

Step 2: Restore your QuickPayroll company file

1. Open QuickBooks, then choose File > Open or Restore Company



2. In the **What Type of file do you want to open or Restore** window, select **Restore a backup copy,** then click **Next.**



2. Select Local Backup, then click Next.

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QuickBooks											

3. In the **Open Backup Copy** window, select the backup file (.**QBB**) you created earlier in QuickPayroll, then click **Open.**

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- 4. In the Where do you want to restore the file window, click Next.
- 5. In the Save Company File as window, go to the File name field, change the file extension from .QBB to .QBW, then click Save.

Save Company	File as					? 🛛
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	Save as type:	QuickBooks Files (*.	QBW)		*	Cancel
My Network						Help

Step 3: Update the company file to your QuickBooks version

1. In the **Update Company File for New Version** window, select the **I understand that my company file will be updated** checkbox, then click the **Update Now** button..

Update Company File for New Version					
Your backup file has been successfully restored as a new company file. This file needs to be updated to work with this version of QuickBooks.					
The update process may take 30 minutes or more depending on the version of QuickBooks you were previously using and the size of your company file.					
Note: Once the company file is updated you can begin using it in this new version of QuickBooks. If you need to use your previous version of QuickBooks, you will need to use the backup file instead.					
What happens to my company file when I update it?					
understand that my company file will be updated to this new version of QuickBooks.					
Update Now Cancel					

2. In the **Update Company** window, click **Yes** to continue with the update.

Update	Company
⚠	You are about to open a company file using a newer version of QuickBooks. QuickBooks will update this file to the newer version but you won't be able to open it again in older versions of QuickBooks.
	Do you want to continue?
	Yes No

3. Click **OK** to close the message about your data being restored.

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4. In the **Change Password for Admin** window, enter a password and click **OK** to passwordprotect your new QuickBooks company file. Or, leave the password fields blank and click **OK** if you prefer not to use Admin password protection.

Change Password for Admin						
Passwords are now case sensitive. In other words, QuickBooks recognizes whether letters are uppercase or lowercase.						
Please set your password. You may use your existing password or you may change your password at this time. Case sensitivity will be recorded and saved.						
Enter Password:						
Confirm New Password:						
ОК Неф						

5. In the **No Password Entered** window, click **Yes** if you want to enter a password, or **No** to confirm that you do not want to create a password.

No Pa	ssword Entered 🔀
	QuickBooks has detected that this user does not have a password.
	Intuit strongly recommends that you enter a unique password for each user.
	Would you like to create a password?
	Do not display this message in the future
	<u>Y</u> es <u>N</u> o

Your QuickPayroll company file is now open in QuickBooks.

6. To view your payroll information, go to the **Employee Center** or choose the **Reports** menu and create payroll reports .



Step 4: Sign up for your new payroll service

To run payroll in QuickBooks, do one of the following to learn about your service options:

- In QuickBooks, choose **Employees** > **Payroll** > **Learn About Payroll Options**.
- Call Intuit at 877.707.2779, Mon-Fri, 6 a.m. to 6 p.m. (Pacific time).