

# Switching from QuickPayroll to QuickBooks Desktop Payroll

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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.

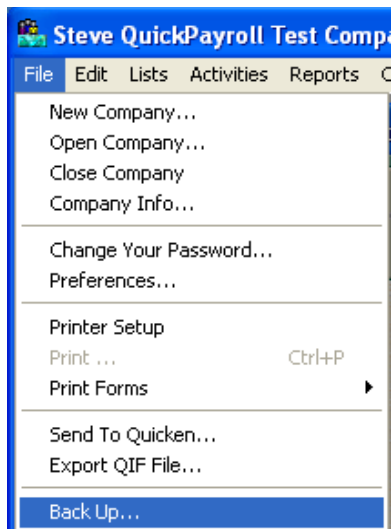
This document describes how to switch from QuickPayroll to any of these QuickBooks products.

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

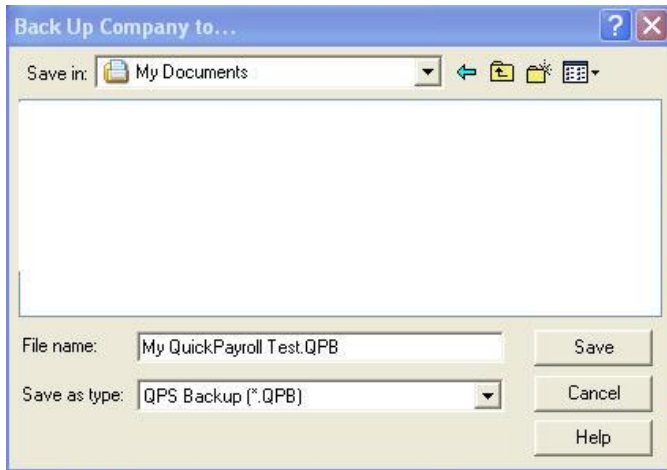
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## Step 1: Back up your QuickPayroll company file

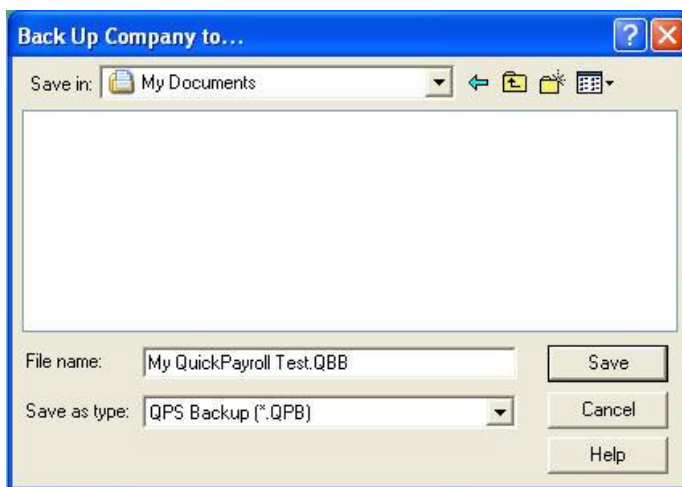
1. Open QuickPayroll, then choose **File > Backup**.



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



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

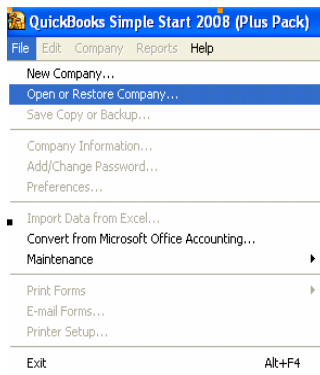


***Note: Backing up your QuickPayroll company file with the .QBB extension guarantees that you can transfer your payroll information to another computer with QuickBooks installed on it. You can restore the backup file on that machine without having to install QuickPayroll.***

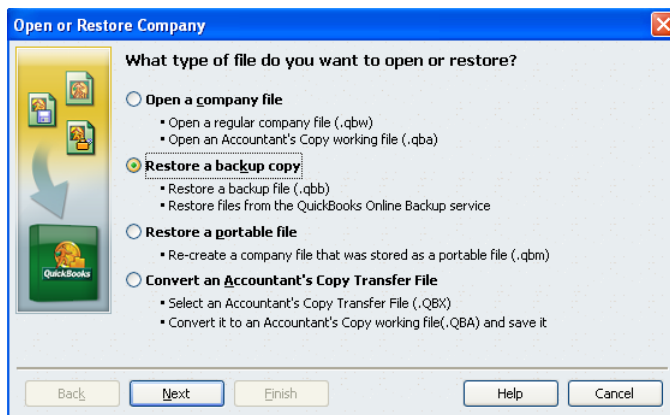
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## Step 2: Restore your QuickPayroll company file

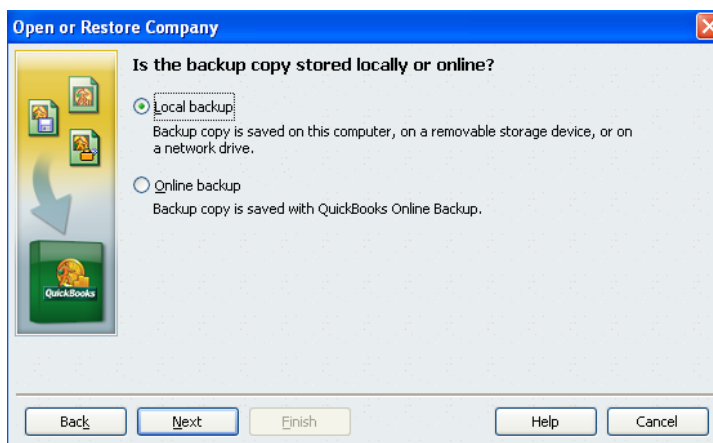
1. Open QuickBooks, then choose **File > Open or Restore Company**



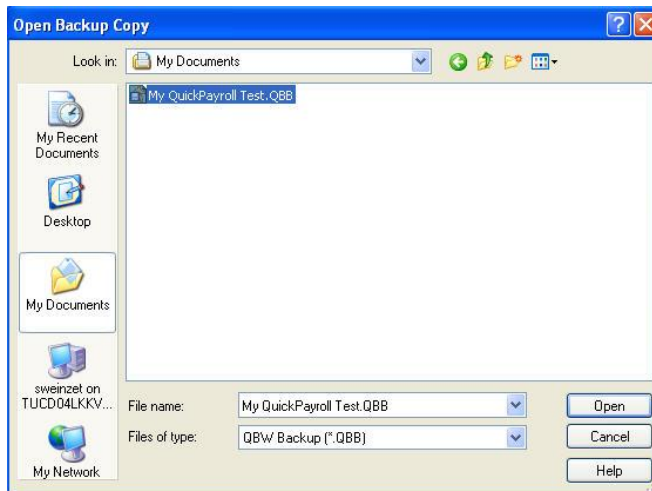
2. In the **What Type of file do you want to open or Restore** window, select **Restore a backup copy**, then click **Next**.



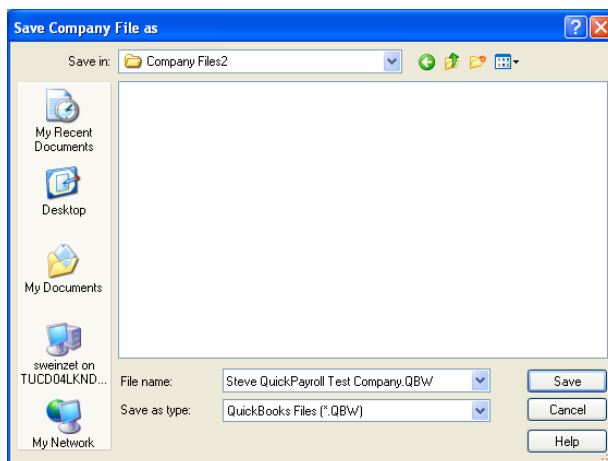
2. Select **Local Backup**, then click **Next**.



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



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**.

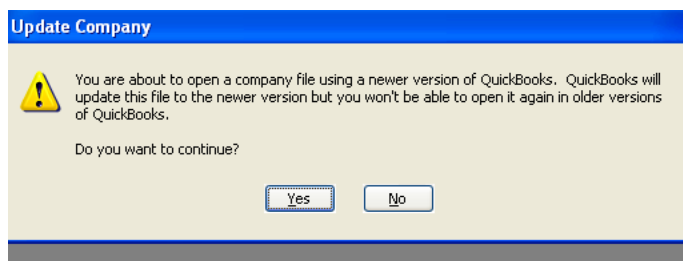


### Step 3: Update the company file to your QuickBooks version

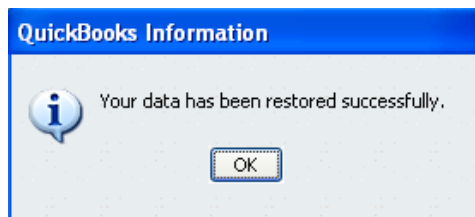
1. In the **Update Company File for New Version** window, select the **I understand that my company file will be updated** checkbox, then click the **Update Now** button..



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



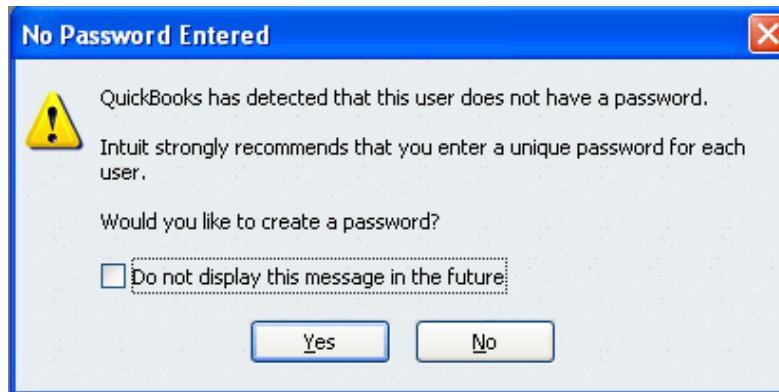
3. Click **OK** to close the message about your data being restored.



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

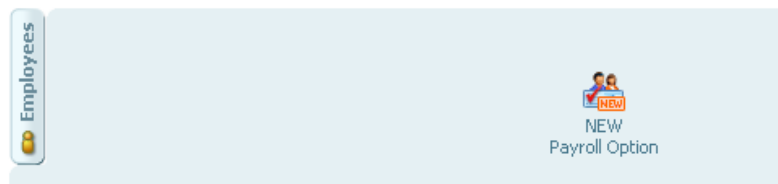


5. In the **No Password Entered** window, click **Yes** if you want to enter a password, or **No** to confirm that you do not want to create a password.



Your QuickPayroll company file is now open in QuickBooks.

- 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).