

QuickBooks Conversion

Tool Version 5.2

Whitepaper

(Note: Most of the contents of this whitepaper can also be found in the help files of the QuickBooks Conversion Tool.)

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Converting Peachtree, SBA or Office Accounting files (overview)

You can directly convert Peachtree 2001-2010, SBA or Office Accounting 2007-2009 data files to QuickBooks company files. The conversion process copies your Peachtree, SBA or Office Accounting data to a new QuickBooks company, leaving your original data files unchanged.

For older versions of Peachtree (prior to 2001), you must do a preliminary conversion into a compatible Peachtree version before you can convert the data to QuickBooks. **For more information, call the QuickBooks Data Conversion Team at 800-816-9304.**

Before converting your company data to QuickBooks, make sure that you meet these QuickBooks requirements:

- QuickBooks 2006, 2007, 2008, 2009, or 2010 must be installed on your computer.
- QuickBooks must be registered/licensed.
- QuickBooks must be updated to the latest release, or you must set Automatic update to OFF. (Go to the Help menu and click Update QuickBooks. Click the Options tab and make sure that Automatic Update is set to No.)
- QuickBooks must be in single-user mode. (Go to the File menu and click Switch to Single-user Mode.)

To ensure a smooth conversion of your company data, you first need to prepare the files for conversion. If your files are already prepared and ready for conversion, you can begin converting your data. After converting your data, you will have two sets of data: your original, unchanged company data file or folder and your new QuickBooks company file.

Preparing Peachtree, SBA or Office Accounting files for conversion

Before you convert your company data to QuickBooks, make a backup copy of your Peachtree, SBA or Office Accounting data file.

To backup your Peachtree data folder:

1. In Peachtree, go to the File menu and click Back Up.
2. Check "Include Company in the Backup File Name."
3. Select the backup location and save the file.
4. Go to the File menu and click Data Verification to ensure that there are no problems with your file.
5. (If required) Go to the Tasks menu, click System, and run the Year-End Wizard.
6. (If required) Close and post any of your pending or open transactions.

To backup your SBA or Office Accounting data file:

1. In SBA or Office Accounting, go to the File menu and choose utilities, then choose Data Utilities.
2. On the Basic Tools tab, choose Backup
3. On the Backup window, choose Browse to choose the name and location of the backup file you are creating.
4. If you wish to password protect your backup data, choose a password on the bottom of the Backup window. Be sure to write down this password and keep it in a safe location.
5. Click OK.

Then, to ensure an accurate conversion to QuickBooks, verify the following information and make changes in your original company data file, as necessary:

- Decide whether to use names or IDs for customer, vendor, and employee records During the conversion process, you will be given a choice to use either the ID or the name for the QuickBooks customer, vendor, and employee names. Note that QuickBooks names must be unique and are limited to 41 characters. We recommend using the name value, since it is sometimes difficult to select the correct customer, vendor, or employee when using ID values. SBA and Office Accounting use names only, unless the user has chosen to use the ID field.
- Remove any duplicate names You cannot use duplicate names in QuickBooks. If duplicate names are found during the conversion, QuickBooks will add a numeric suffix (001, 002) to differentiate between the two names. (After you convert your data, you can update and fine-tune your customer, vendor, and employee records in QuickBooks, if needed.)
- Delete unneeded Peachtree, SBA or Office Accounting accounts Delete accounts that you know you won't want in QuickBooks. For example, you might want to delete any personal accounts not related to your business.

Converting Peachtree, SBA or Office Accounting files (procedure)

QuickBooks provides a simple tool to help you convert Peachtree, SBA or Office Accounting files to QuickBooks. Before you run the QuickBooks Conversion Tool, be sure to [prepare your Peachtree, SBA or Office Accounting files for conversion](#).

Turn off screen savers, disable any anti-virus software, and close all other applications, including memory managers. This will speed up the conversion process and avoid errors.

To download and run the QuickBooks Conversion Tool:

If you have already downloaded the QuickBooks Conversion Tool, you can skip to step 4.

1. Go to the File menu, click Utilities, click Convert, and then click *from Peachtree* or *from Microsoft Office Accounting*. Or, you can point your Internet Explorer browser to:
 - <http://accountant.intuit.com/convert> (for accounting professionals) or
2. Complete the short form and click Submit.
3. Click Download.
4. When the tool finishes downloading, you will be prompted to run the tool. You can launch the tool by double-clicking the desktop icon, selecting it inside the programs menu inside the Start button, or going to the folder where you installed the tool and double-clicking QBConversionTool.exe.
5. Follow the onscreen instructions.

What Peachtree, SBA or Office Accounting data gets converted?

The data conversion process will convert most of your Peachtree data to QuickBooks. However, some Peachtree, SBA or Office Accounting-specific information cannot be converted.

To learn about what data will be converted (and not converted) for different areas, click on the appropriate link below to jump to a specific section.

- [Customer and Job lists](#)
- [Vendor lists](#)
- [Employee list](#)
- [Transactions](#)
- [Chart of Accounts](#)
- [Item list](#)
- [Support tables](#)

Customer-related data that gets converted to QuickBooks

The QuickBooks Conversion Tool converts most of your customer and job data, with the following exceptions:

- Default sales accounts associated with customers
- Peachtree-specific fields (Supervisor, % Complete, PO Number, Estimated Expens Revenue)

The following tables list the customer-related information that will be converted (or not converted).

Customer data that gets converted to QuickBooks

QuickBooks Field and Notes	Peachtree Customer Address Information	SBA/Office Accounting Customer Address Information
Customer Name <i>Up to 41 characters</i>	Customer Name or ID	Customer Name
Company Name	Customer Name	Customer Name
Contact	Contact	Contacts: Primary Contact
Phone	Telephone 1	Contacts: Business Phone
Fax	Fax	Business Fax
Email	E-mail	Email 1
Bill To	Bill To Address	Bill To (if exists otherwise Business Address is used)
Ship To <i>Only one Ship To Address is converted. Additional Ship To Addresses must be manually set up in QuickBooks as separate Jobs under the Customer Name</i>	Ship To Address 1	Ship To (if exists otherwise Business Address is used)

Continued..

QuickBooks Field and Notes	Peachtree Customer Additional Information	SBA/Office Accounting Customer Additional Information
Categorizing and Defaults: Type	Customer Type	Customer Group
Categorizing and Defaults: Terms <i>Note: QuickBooks, SBA and Office Accounting enable you to set up a list of terms. Peachtree supports a single set of "Standard Terms" as well as providing unique terms by customer. The QuickBooks Terms list is created from all the unique terms set within each Peachtree customer. Each customer will then reference the correct terms that were created in Peachtree.</i>	Terms and Credit	Payment Terms
Sales Rep	Rep	Sales Person
Not Converted: <i>Note: Sales Tax items are converted to QuickBooks, but customer defaults are not assigned to the customer records.</i>	Sales Tax (Tax item and code)	Tax Group
Additional Info tab: Custom Fields	Custom Fields tab: User-defined (custom) fields	Custom Fields tab: User-defined (custom) fields

QuickBooks Field and Notes	Peachtree Payment Information	SBA/Office Accounting Payment Information
Credit Limit	Credit Limit	Credit Limit
Not Converted	Preferred Payment Method	Preferred Payment Method
Name on Card Address Zip Code Credit Card Number not converted	Credit Card Information	N/A

QuickBooks Field and Notes	Peachtree Job Information	SBA/Office Accounting Job Information
Job Status	N/A	Job Status
Start Date	Start Date	Start Date
End Date	End Date	End Date
Job Description	Description	N/A
Job Type	Job Type	Job Group

Vendor data that gets converted to QuickBooks

The QuickBooks Conversion Tool converts most of your vendor data, with the following exceptions:

- Default sales accounts associated with vendors
- Peachtree or SBA/Office Accounting specific fields (Supervisor, % Complete, PO Number, Estimated Expense, and Estimated Revenue)

The following tables list the vendor-related information that will be converted (or not converted).

QuickBooks Field and Notes	Peachtree Vendor Address Information	SBA/Office Accounting Customer Address Information
Vendor Name <i>Up to 41 characters</i>	Vendor Name	Vendor Name
Company Name	Vendor Name	Vendor Name
First Name, M.I., Last Name	Contact	Vendor Name
Name and Address	Address City, State, Zip Country	Addresses: Business Address
Contact Name	Contact	Primary Contact
Phone Number	Telephone 1	Business Phone
Fax number	Fax	Business Fax
Alternate Phone Number	Telephone 2	Other Phone
Email Address	Email	Email 1
Print on Check As	Vendor Name	Vendor Name

QuickBooks Field and Notes	Peachtree Vendor Additional Information	SBA/Office Accounting Vendor Additional Information
Account No.	Vendor ID	Uses Peachtree's "Our Account with Them"
Type	Vendor Group	Peachtree Vendor Type
Terms <i>Note: QuickBooks, SBA and Office Accounting enable you to set up a list of terms. Peachtree supports a single set of "Standard Terms" as well as providing unique terms by vendor. The QuickBooks Terms list is created from all the unique terms set within each Peachtree vendor. Each vendor will then reference the correct terms that were created in Peachtree.</i>	Payment Terms	Terms and Credit
Credit Limit	Credit Limit	Credit Limit
Tax ID	Federal Tax ID	Tax ID #
Vendor Eligible for 1099	Vendor 1099	1099 Type
Additional Info Tab: Custom Fields	Custom Fields Tab: User Defined (Custom) Fields	Custom Fields Tab: User Defined (Custom) Fields

Employee-related data that gets converted to QuickBooks

The QuickBooks Conversion Tool converts most of your employee data, with the following exceptions:

- Peachtree-specific fields (Position, Birthday, Spouse, Emergency contacts)

The following tables list the employee-related information that will be converted (or not converted).

Employee data that gets converted to QuickBooks

QuickBooks Field and Notes	Peachtree Employee Personal Information	SBA/Office Employee Personal Information
First, Middle and Last Name <i>(Up to 41 characters)</i>	First, Middle and Last Name	Employee Name
Print on Checks As	Same as the Peachtree Employee Name	File As
SS No.	Social Security #	N/A
Gender	N/A	Gender
Date of Birth	N/A	Date of Birth
Employment Dates	Hire and Release Dates will be converted from Peachtree.	N/A
Employment Details (Type)	These employment fields (Regular, Officer, Statutory, Owner) need to be manually entered.	N/A

QuickBooks Field and Notes	Peachtree Employee Contact Information	SBA/Office Employee Contact Information
Address, City, State, Zip	Same as Peachtree	Street, City, State, Zip
Phone	Telephone 1	Home
Cellular	N/A	N/A
Alt. Phone	N/A	N/A
Fax	N/A	Home fax
E-mail	Email	Email 1
Pager	N/A	N/A
PIN (Pager)	N/A	N/A

QuickBooks Field and Notes	Peachtree Employee Additional Information	SBA/Office Employee Additional Information
Account No.	Employee ID	N/A
Billing Rate Level	Not converted	N/A
Define (custom) fields	Custom Fields	Custom Fields

QuickBooks Field and Notes	Peachtree Employee Payroll and Compensation Information	SBA/Office Employee Payroll and Compensation Information
Paychecks or employees YTD information are not converted. You must make a manual YTD Adjustment for each employee that summarizes each employees YTD Payroll information, or you can recreate all the employees paychecks. The YTD information will be sufficient for year-end W2's and YTD information on future paychecks.	N/A	N/A
Employee Payroll Setup information	These fields are not converted (Sick Pay, Vacation, Direct Deposit information, Pay rates, Tax setup (Withholdings, Deductions, etc.)	These fields are not converted (Sick Pay, Vacation, Direct Deposit information, Pay rates, Tax setup (Withholdings, Deductions, etc.)

Transaction data that gets converted to QuickBooks

The QuickBooks Conversion Tool converts all historical transactions from Peachtree, SBA or Office Accounting.

Transactions will include all line item detail.

The following sections list the information that will be converted (or not converted) for transactions.

Transaction types

- Invoices
- Credit Memos
- Customer Payments
- Sales Receipts
- Deposits
- Bills
- Vendor Credits
- Vendor Payments
- Checks
- Credit Card Charges
- Credit Card Credits
- Purchase Orders
- Estimates
- Sales Orders
- Journal Entries
- Inventory Adjustments
- Item Receipts
- Assembly Builds

If necessary, QuickBooks will also make an adjustment:

- **Beginning Balance Entry:** Peachtree allows the user to view only the historical data for the current and prior fiscal year. All transactional history recorded prior to this is summarized into beginning balances. The QuickBooks Conversion Tool is able to read all historical data, including transactions prior to these beginning balances. In the case that the beginning balances created by Peachtree do not match the total of all prior transactions up to the beginning balance date, the conversion tool will create a beginning balance entry to ensure that the QuickBooks GL balances match the Peachtree balances as of the beginning of the first period.

Invoices and credit memos

For all invoices and credit memos, the following information is converted:

- Customer Name: Job
- Invoice date
- Invoice number
- Line item details
- Sales Tax
- Classes
- Customer's Bill to Address
- Terms
- Ship to Date
- Memo
- Payment History

Custom invoice or credit memo form templates are not converted to QuickBooks.

Bills and bill credits

For all bills and bill credits, the following information is converted:

- Vendor Name
- Original Bill date
- Bill number
- Line Item Details
- Classes
- Bill to date
- Job Costing
- Terms
- Reference Number
- Payment History

Custom bill or bill credit form templates are not converted to QuickBooks

Chart of Accounts data that gets converted to QuickBooks

There are two types of accounts:

- Real-world accounts (such as a checking or savings account)
- Income and expense accounts (synonymous with categories in Quicken)

In QuickBooks, the list of all these accounts is called the chart of accounts. The chart of accounts defines the accounts in your general ledger and categorizes them into assets, liabilities, equity, income, and expense accounts. The way your chart of accounts is set up determines how your profit and loss and balance sheet reports look and what information they contain.

The QuickBooks Conversion Tool converts most of your account-related data, except when the information is unique to Peachtree, SBA or Office Accounting.

The following tables list the chart of accounts data that will be converted (or not converted).

Account data that gets converted to QuickBooks

QuickBooks Account Type	Peachtree Account Type	SBA/Office Account Type
Bank	Cash	Cash/Bank
Accounts Receivable	Accounts Receivable	Accounts Receivable
Other Current Asset	Other Current Assets/Inventory	Other Current Assets/Inventory
Fixed Asset	Fixed Asset/Accumulated Depreciation	Fixed Asset
Other Asset	Other Assets	Other Asset
Accounts Payable	Accounts Payable	Accounts Payable
Credit Card	Not available in Peachtree	Credit Card/Line of Credit
Other Current Liability	Other Current Liabilities	Current Liability/Payroll Liability
Long Term Liability	Long Term Liabilities	Long Term Liability
Equity	All Equity Accounts	Equity
Income	Income	Income
Cost of Goods Sold	Cost of Sales	Cost of Goods Sold
Expenses	Expenses	Expenses
Other Income	Not available in Peachtree	Other Income
Other Expenses	Not available in Peachtree	Other Expenses

QuickBooks Account Fields	Peachtree Account Fields	SBA/Office Account Fields
<p>Chart of Account Number (If you want to use account numbers in your chart of accounts, you can set up QuickBooks so that your chart of accounts shows an account number next to each account name.)</p> <p>For example:</p> <ul style="list-style-type: none"> • 2000 Accounts Payable • 2100 Payroll Liabilities • 2200 Sales Tax Payable <p>Refer to the QuickBooks In-Product Help for instructions on how to assign account numbers to an account.</p>	Cash	Cash/Bank
<p>Name (QuickBooks will automatically use the Account Name/Description for the QuickBooks Account Name, up to 31 characters.)</p>	Account Name	Account Description in Peachtree

GL ACCOUNTS CREATED DURING CONVERSION

During conversion QuickBooks may encounter transactions that require special accounts to be created. ALL created accounts have an * behind the account name. These accounts will need to be researched to see the different account posting requirements between Peachtree and QuickBooks.

Below are some general examples of why these accounts may be created:

Bad Debt Expense-B* (TYPE=Bank)

- A check, deposit, or payment from Peachtree not posting to a "Bank" type account as the source (QuickBooks requires these type transactions to post to a Bank type account). In this example, a check or deposit was posting to an Expense account called Bad Debt (Report results: QuickBooks P&L expense increased and QuickBooks Balance Sheet decreased)

Other Income-AR* (TYPE = Accounts Receivable)

- An Invoice or customer payment not posting to an Accounts Receivable type account as the source (QuickBooks requires these type transactions to post to an AR type account). In this example, an Invoice or payment was posting to an account named Other Income (income type account) and not to the AR side. (Report results: QuickBooks P&L Income decreased and QuickBooks Balance Sheet increased)

Accounts Receivable-A* (TYPE=Other Current Asset)

- Invoice, Customer Payment, Credit Memo, (Peachtree checks & Sales receipts going to an AP account) (Peachtree Invoices going to an AR account twice) (Report results: QuickBooks since it is basically moving these from AR to Other Current Asset = No affect on Balance Sheet)

Property Tax Payable-AP* (TYPE=Accounts Payable)

- An Bill or bill (vendor) payment not posting to an Accounts Payable type account as the source (QuickBooks requires these type transactions to post to an AP type account). In this example, a Bill or Bill payment was posting to an account named Property Tax Payable and not to the AP side. (Report results (Peachtree vs. Quickbooks): Quickbooks P&L and Balance Sheet as long as a similar Balance Sheet account = no affect (if move from P&L to Balance Sheet=changes)

Accounts Payable-L* (TYPE=Other Current Liability)

- Bill, Bill Payment, Bill Credit, (check or Sales receipt going to an AP account) (bill or payment going to an AP account twice) (Report results (Peachtree vs. QuickBooks): QuickBooks since it is basically moving these from AP to Other current Liability = No affect on Balance Sheet)

Item-related data that gets converted to QuickBooks

In QuickBooks, an item is anything that your company buys, sells, or resells in the course of business, such as products, labor, shipping and handling charges, discounts, and sales tax (if applicable).

Items help you fill out the line item area of sales or purchase forms quickly. When you choose an item from your Item list, QuickBooks fills in a description of the line item and calculates its amount for you.

QuickBooks provides eleven different types of items. Some (such as the service items or the inventory part items) help you record the services and products your business sells. Others (such as the subtotal item or discount item) are used to perform calculations on the amounts in a sale.

For more information about creating or editing items in QuickBooks, refer to the QuickBooks in-product Help.

The QuickBooks Conversion Tool converts most of your item information, except when the information is unique to Peachtree.

The following tables list the item-related information that will be converted (or not converted).

Item data that gets converted to QuickBooks

QuickBooks Item Type	Peachtree Item Class	SBA/Office Accounting Item Type	Definition and Notes
Service	Labor, Service, or Activity Item	Service	Services you charge for or purchase. Examples include specialized labor, consulting hours, and professional fees.
Inventory Part	Stock Item	Inventory	Goods you purchase, track as inventory, and resell.
Inventory Assembly	Assembly Item	N/A	(QuickBooks Premier and Enterprise Solutions only) Assembled goods you build or purchase, track as inventory and resell. Note: QuickBooks cannot track the costs associated with the manufacturing process itself. In other words, the cost of a built assembly item depends only on the cost of its components.
Non-inventory Part	Non-stock	Non-Inventory Item	Goods you buy but don't track (such as office supplies), or materials you buy for a specific job that you charge back to your customer.
Other Charge	Charge Item	N/A	Miscellaneous labor, material, or part charges such as delivery charges, setup fees, and service charges.
Subtotal	N/A	N/A	Totals all items above it on a form, up to the last subtotal. Useful for applying a percentage discount or surcharge to many items.
Group	N/A	Kit Item	A way of associating individual items that often appear together on invoices, purchase orders, and so on, so that all items in the group can be added to the form at one time.
Discount	N/A	N/A	Subtracts a percentage or fixed amount from a total or subtotal. Do not use this item type for an early payment discount.
Payment	N/A	N/A	Records a partial payment you received at the time of the sale. It reduces the amount owed on an invoice.
Sales Tax Item	Sales Tax Authority	Tax Code	Calculates a single tax at a specific rate that you pay to a single tax agency. For Peachtree conversions, each QuickBooks tax item (whether exempt or not) is converted to from a sales tax authority, a component of Peachtree's sales tax codes. Each non-exempt tax item is also converted as its own QuickBooks sales tax code.
Sales Tax Group	Sales Tax Code	Tax Group	Each Peachtree sales tax code is converted to a QuickBooks sales tax group, containing their respective tax item components. It calculates and individually tracks two or more sales tax items that apply to the same sale. The customer sees only the total sales tax.

Item Name/Number

QuickBooks	Peachtree	SBA/Office Accounting	Notes
Item Name/Number	Item ID	Item Name	Item names are limited to 31 characters. If you want to group items, you can create sub items. For example, you can create an item called “Socks” and sub items for “Black” and “Blue”.

Item Purchase Information

QuickBooks	Peachtree	SBA/Office Accounting	Notes
Description on Purchase Transactions	Purchase Description	Purchase Description	Behaves the same
Cost	Cost from Bills	Purchase Price	Behaves the same
COGS Account	GL Cost of Sales Account	Expense Account	Behaves the same
Preferred Vendor	Vendor Name	Preferred Vendor	Behaves the same

Item Sales Information

QuickBooks	Peachtree	SBA/Office Accounting	Notes
Description on Sales Transactions	Sales or Item Description	Sales Description	Behaves the same
Sales Price	Price Level 1 Amount	Sales Price	Behaves the same
Tax Code	N/A	Item Tax	Behaves the same
Income Account	GL Sales Account	Income Account	Behaves the same

Price Levels

QuickBooks	Peachtree	Notes
Item Name	Item ID	Behaves the same
Custom Price	Price Level Amount	Behaves the same
Item Type	Item Type	Behaves the same

If a percent is entered in Peachtree, it calculates the dollar value and Peachtree uses the dollar amount. Since Peachtree does not use a percent method, only the dollar value will be transferred to QuickBooks. If you want to enter the price level in percent terms after conversion, you can manually enter this percent into QuickBooks.

SBA and Office Accounting do not directly link items to price levels. A price level is a percentage that increases or decreases the total amount of an entire transaction.

Inventory Information

QuickBooks	Peachtree	SBA/Office Accounting	Notes
Asset Account	GL Asset Account	Asset Accounting	Behaves the same
Reorder Point	Reorder Quantity	Reorder Point	Behaves the same
On Hand	QTY on Hand	On Hand	Behaves the same
Average Cost	Cost Method	FIFO	<p>QuickBooks uses PERPETUAL (Average Cost) Inventory.</p> <p>For an inventory item, average cost is the total cost of the items currently in stock divided by the number of items in stock. QuickBooks uses average cost (and not another method such as LIFO or FIFO) to determine the value of your inventory.</p> <p>QuickBooks recalculates the average cost of an item every time you record the purchase of more units of the item. It adds the cost of the new items to the cost of the old stock and then divides by the total number of new and old items.</p> <p>If in Peachtree you tracked inventory using FIFO or LIFO then these values are converted to an Average Cost in QuickBooks.</p> <p>Clients might want to talk to their accountant (or notify the IRS) if there are changes in the way they are reporting inventory (FIFO, LIFO, vs Average Cost).</p>
On P.O.	N/A	N/A	
On Sales Order	N/A	N/A	
Define (Custom) Fields	Custom Fields	User Defined Fields	Behaves the same.

For items with no accounts during conversion, QuickBooks creates these accounts:

- **MissingInvAsset:** created if there is not an inventory asset account associated with an Inventory Item. When populated, this is the total current inventory cost (inventory adjustment).
- **MissingInvSales:** created if there is not an income account associated with an Inventory Item.
- **MissingInvCOGS:** created if there is not a COGS account associated with an Inventory Item.

Support tables that get converted

To support the accurate conversion of your customer and vendor lists, QuickBooks converts basic information from these support tables:

- Price Level (QuickBooks converts ten sales pricing levels from Peachtree)
- Sales Tax Code
- Class
- Sales Rep
- Customer Type
- Vendor Type
- Job Type (QuickBooks converts the job type referenced in Peachtree jobs to the QuickBooks Job Type List)
- Terms
- Customer Message
- Payment Method
- Ship Via (QuickBooks cannot convert the Ship Via list, since they are set up in Peachtree's Inventory defaults. However, you can set up each customer or vendor record to use a default ship-via method, or you can select a ship-via method on a case-by-case basis.)

For more information about any of support tables, refer to the QuickBooks in-product Help.

Differences between Peachtree, SBA / Office Accounting and QuickBooks

There are some important differences between the programs that you should be aware of as you begin using QuickBooks. For a more thorough description of any of the information below, refer to the QuickBooks in-product Help.

Names and Addresses

Addresses (for companies, customers, vendors, and employees) are entered differently in Peachtree than they are in QuickBooks or SBA/Office Accounting. In QuickBooks, you enter addresses in a free-form, four-line field. In Peachtree, you must enter each part of the address in its own field. The QuickBooks method enables you to enter the address in any format you want.

To ensure that the addresses you have entered in Peachtree or SBA/Office Accounting appear the way you want them to appear in QuickBooks, make sure the addresses entered adhere to the U.S. Postal Service standard format. If necessary, you can edit these addresses after the conversion.

Billing and Shipping Addresses

In QuickBooks, you can have one billing address and unlimited shipping addresses per customer. Peachtree limits you to nine shipping addresses per customer. In SBA/Office accounting there is one address for Bill to, Ship to, Legal, Warehouse, Home, Postal, and Other.

Customer Jobs

Job costing is a way to track the expenses for a job and then to compare those expenses to the job's revenue. This comparison tells you which jobs make money and which do not.

In QuickBooks, jobs are associated with individual customers and are managed via the Customers & Jobs list. In Peachtree, jobs are managed in their own list.

Charging and paying sales tax

If you are required to collect sales tax for the products or services you sell, you must pay it to a tax agency on a regular schedule. You must follow the rules and regulations for collecting and paying sales tax in your tax district (city, county, state).

In QuickBooks, sales tax items are used to track the sales tax rates and the tax agencies you pay. QuickBooks uses sales tax codes to track the taxable status of your customers and the products and services you sell.

In Peachtree, the sales tax rates are set up as sales tax codes. Each sales tax code is made up of at least one sales tax authority. All sales tax districts in Peachtree (whether exempt or not) are converted as sales tax items. During the conversion to QuickBooks, all Peachtree sales tax codes are converted to sales tax group items. Sales tax group items can contain one or more sales tax items (Peachtree tax authorities).

In SBA/Office Accounting, the individual sales tax rates are setup as sales tax codes. Each code contains only one rate. These rates can be grouped together as a Tax Group, and these Tax Groups can be used on transactions.

Setting up sales tax items involves these general steps:

1. Set up your tax agencies (to whom you pay your collected sales taxes) as vendors in the vendor list.
2. Set up individual sales tax items. These items are the components of the sales tax group items. For example, you can have a state tax and a county tax that are combined to create a sales tax group item.

Setting up sales tax for customers

Each customer must be assigned a default sales tax item and sales tax code in QuickBooks. QuickBooks will select the sales tax item that matches the tax code listed in the Peachtree customer record. You will need to assign a tax code to each customer.

Peachtree requires each customer to have a default sales account (typically an income account). QuickBooks does not assign sales accounts for customers.

What to do in QuickBooks after the conversion

First, enter company information in your QuickBooks file.

Company information is not imported and must be manually entered into QuickBooks.

1. Open QuickBooks, select Company, and then Company Information.
2. In Peachtree, select Maintain, and then Company information.
3. In Small Business Accounting\Office Accounting, select Company, and then Company information
4. Copy and paste all company information from Peachtree\Microsoft to QuickBooks.
5. Set the date for the Fiscal year

Next, set up the preferences.

Some converted fields in QuickBooks will not be visible till the preferences are edited in QuickBooks.

- In QuickBooks, go to the Edit Menu and select “Preferences”. Most preferences are found on the “Company Preferences” tab.
- Please review and set up preferences as needed, particularly:
 - Payroll & Employees: Turn on Full Payroll if you create paychecks
 - Reports: Check the reports preference for Accrual or Cash Basis reporting (change as needed)

Finally, verify the conversion data by:

1. **Comparing the list items in QuickBooks to those in Peachtree.** In Peachtree go to Help, Customer Support, then Service and File Statistics. In QuickBooks hit the F2 key. This brings up the Product Information screen. In the lower right corner will be the List Information. Compare the following (There is no statistics screen for Microsoft to verify numbers):
 - a. In QuickBooks, see the number of Total Accounts. In Peachtree, see Chart. The number of records in Peachtree will be lower from 3 to 8 accounts, due to accounts that QuickBooks uses to do the conversion.
 - b. In QuickBooks, see Customers. In Peachtree, see Customer. QuickBooks should have one extra customer. This extra customer exists for transactions in Peachtree that do not have a customer name linked to it. There may be jobs in Peachtree or SBA/Office Accounting that were assigned to Customers. In QuickBooks these will show on the Customer:job list under the Customer name.
 - c. In QuickBooks, see Vendors. In Peachtree, scroll down to see Vendor. The number in QuickBooks may be larger by 1, due to QuickBooks creating a vendor called Sales Tax Vendor. May also be different if there were duplicate Vendor names in Peachtree.
 - d. In QuickBooks, see Employees. In Peachtree, see Employee. These should match unless there were duplicate Employee names in Peachtree.
 - e. In QuickBooks, see Total Items. In Peachtree see Line Item. This will be the Inventory and other items that were imported. These should match, but the number in QuickBooks will also include Sales Tax items that were created from the Sales Tax Codes in Peachtree.
 - f. In QuickBooks, you may see a number in Other Names. Names on this list do not match any Customer or Vendor from Peachtree. Go to Lists, Other Names List to see these names. They are names that were used in transaction, such as checks, but are not on the Customer:job list or the Vendor list.

2. **Comparing QuickBooks reports to Peachtree or SBA\Office Accounting reports.**

Compare the following reports in both Peachtree or SBA\Office Accounting and QuickBooks as of the accounting period date you chose when using the Conversion Tool.

- a. Balance Sheet in both. In QuickBooks and in SBA\Office Accounting, this report and the Profit and Loss report are found under the Reports, Company & Financial menu.
- b. Income Statement in Peachtree and Profit and Loss in QuickBooks. See above.
- c. General Ledger Trial Balance in Peachtree and Trial Balance in SBA\Office Accounting and QuickBooks. In QuickBooks this will be found under Reports, Accountant and Taxes, Trial Balance. In SBA\Office Accounting, this will be found in Reports, Company and Financial, Trial Balance.
- d. If you had open invoices in Peachtree, run the Aged Receivables report. This will show the open A/R in Peachtree. In QuickBooks or in SBA\Office Accounting go to Reports, Customers & Receivables, A/R Aging Summary report. This will show the open balances for each customer. Total balance should match the Total balance showing in Peachtree or SBA\Office Accounting. Individual customer balances should also match. To see the detail for each customer in QuickBooks, double-click on the Total amount for the name.
- e. If you had open bills in Peachtree, run the Aged Payables report. This will show the open A/P in Peachtree. In QuickBooks or in SBA\Office Accounting go to Reports, Vendors & Payables, A/P Aging Summary report. This will show the open balances for each vendor. Total balance should match the Total balance showing in Peachtree or SBA\Office Accounting. Individual vendor balances should also match. To see the detail for each Vendor in QuickBooks, double-click the Total amount for the name.

Note: If you have pending Item Receipts in Microsoft Office Accounting, the sum of the pending Item Receipts plus Accounts Payable will equal the Accounts Payable in QuickBooks.

3. **Verify list information.**

- a. Look at the Chart of Accounts to see that the accounts in QuickBooks match the accounts you had in Peachtree or SBA\Office Accounting.
- b. On the Home page, click on Customers. You will see a list of Customers and Jobs and their open balances. The default will show Active Customers. You can also choose to see All Customers, including inactive customers, and Customers with Open Balances. To edit a Customer, click on the name and then click on Edit Customer.
- c. On the Home page, click on Vendors. You will see a list of Vendors and their open balances. The default will show Active Vendors. You can also choose to see All Vendors, including inactive Vendors, and Vendors with Open Balances. On the Vendor list you may see names that have a V- behind of the name. These indicate that they are duplicate names, the name may also be on the Customer: Job list. QuickBooks does not allow duplicate names. They will have the correct name in a field called Print on Check As and this allows the checks to print without having the V- behind the name. To edit a Vendor, click on the vendor name and then click on Edit Vendor.
- d. On the Home Page, click on Employees. You will see a list of Employees with their Social Security Numbers, if these were in Peachtree. The default will show Active Employees. You can also choose to see All Employees, which will include inactive employees, and Released Employees. To edit an Employee click on the name and then click on Edit Employee.