



QUICKBOOKS ONLINE 101: MIGRATE, NAVIGATE, MAINTAIN



September 17, 2025

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BENEFITS OF QBO VERSUS DESKTOP

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MIGRATING YOUR BOOKS FROM DESKTOP TO QBO

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OVERVIEW OF QBO DASHBOARD AND MENU

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**MANAGING TRANSACTIONS, RECONCILING, AND
REPORTS**

06

ADDITIONAL INFORMATION AND QUESTIONS



BENEFITS OF QBO VS. DESKTOP

- Past versions of Desktop are mostly gone
- The versions that are available are expensive
- QBO is cloud-based
- QBO makes collaboration easy
- QBO can grow with your business
- QBO updates automatically

CURRENT QBO PLANS

CUSTOMER FAVORITE

Simple Start

Build your financial foundation

\$38

\$19/mo

Save 50% for 3 months*

Choose plan

1 user

Includes access for your accountant

Includes:

Intuit Assist

Smart expense organization

Boosts your efficiency by reviewing and organizing your transactions

Automated bookkeeping

5 free ACH bank transfers/mo for bills

Essentials

Save time and focus on growth

\$75

\$37.50/mo

Save 50% for 3 months*

Choose plan

3 users

Includes access for your accountant

Simple Start features, and:

Intuit Assist

Accounting Agent NEW

Posts transactions quickly—with explanations and predictions

Payments Agent NEW

Helps create tailored strategies to get you paid faster

Recurring invoices

Plus

Scale with greater clarity

\$115

\$57.50/mo

Save 50% for 3 months*

Choose plan

5 users

Includes access for your accountant

Essentials features, and:

Intuit Assist

AI-powered reconciliation

BETA

Identifies potential issues and suggests solutions

Customer Agent BETA

Prioritizes leads from your inbox and personalizes email followups

AI-powered profit & loss insights

Anomaly detection and resolution

Budgeting

Advanced

Boost efficiency and profitability

\$275

\$137.50/mo

Save 50% for 3 months*

Choose plan

25 users

Includes access for your accountant

Plus features, and:

Intuit Assist

Finance Agent NEW

Goes beyond P&L with financial planning and KPI analysis

Project Management Agent

BETA

Helps win bids and allocate costs to keep projects on time

Custom user management and permissions

Custom report builder

Data sync with Excel

Revenue recognition

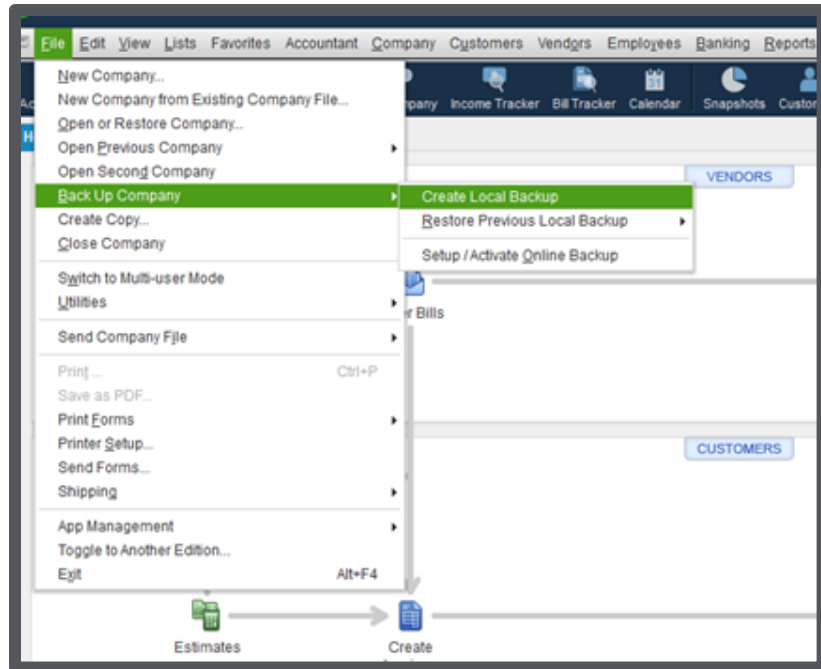
Forecasting

QBO Plan Comparisons

	SIMPLE START (1 USER)	ESSENTIALS (3 USERS)	PLUS (5 USERS)	ADVANCED (25 USERS)
BANK FEEDS	INCLUDED	INCLUDED	INCLUDED	INCLUDED
INVOICING	INCLUDED	INCLUDED	INCLUDED	INCLUDED
REPORTS	BASIC	ENHANCED	COMPREHENSIVE	POWERFUL
CLASS TRACKING			UP TO 40	UNLIMITED
INVENTORY			INCLUDED	INCLUDED
JOB COSTING			INCLUDED	INCLUDED

Step #1

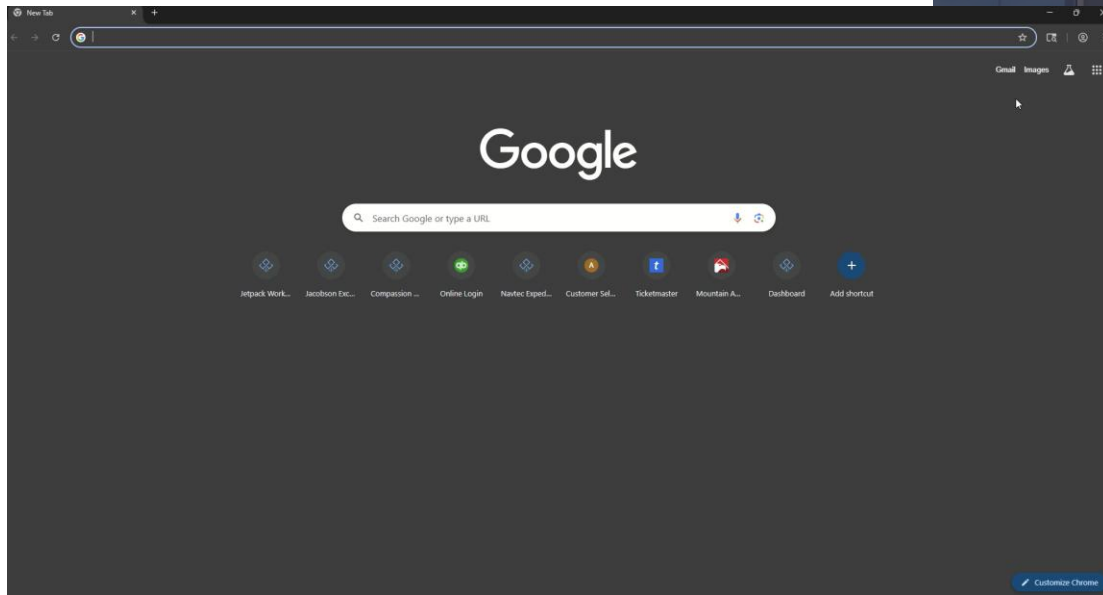
Review your books to make sure the data is accurate
and make a backup of your QuickBooks Desktop.



HOW TO MIGRATE FROM DESKTOP TO QBO

Step #2

Sign up for QBO, choosing the plan that works best for you, and export your Desktop data to QBO.



HOW TO MIGRATE FROM DESKTOP TO QBO

DISCLAIMERS AND EXCEPTIONS

The Web Migration shown is for Desktop files 2021 and older.

If you have a Desktop version newer than 2022, you can go to Company on the Menu Bar and choose "Migrate Company File to QBO."

Not everything transfers over to QBO:

- Budgets
- Inventory Units of Measure
- Memorized Transactions
- Bank Feed Connections
- Some sales tax transactions are changed
- Some Customer Info if they are inactive
- Past Reconciliation Reports



Step #3

Review and compare your QBO and desktop books to make sure the data is accurate.

Step #4

Set up your bank feeds, customize any settings or preferences you might have.

HOW TO MIGRATE FROM DESKTOP TO QBO

QBO DASHBOARD OVERVIEW

qb Accountant

+ New

Apps

BOOKMARKS

Training

Bookmark this page

YOUR BOOKS

Client overview

Dashboards

Tasks

Transactions

Advanced accounting

Sales

Expenses

Reports

Payroll

Time

Financial planning

Workflow automation

Taxes

Lending & banking

Shipping

Menu settings

GO TO QUICKBOOKS

Accountant tools

Larson QBO - Spanish Fork

Get things done

Business overview

Cash flow

Planner

Customize

Privacy

CASH FLOW TREND

SAMPLE

Track how your money is doing

Seeing how money flows over time can help you plan for the future. Link your bank account to get started.

Money in

Money out

OCT

NOV

DEC

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

Link a bank account to see your cash flow

PROFIT & LOSS

See what you make & spend across all your accounts

\$0

Income

\$0

Expenses

Bring in transactions automatically

EXPENSES

See where your money is going

...

...

...

...

...

Bring in transactions automatically

INVOICES

\$0 Unpaid

Last 365 days

Overdue

Not due yet

\$0 Paid

Last 30 days

Not deposited

Deposited

Create an invoice

SALES

Data updated a few seconds ago

Last 30 days

Total sales

\$0.00

\$1.00

\$0.80

\$0.60

\$0.40

\$0.20

\$0.00

QBO MENU EXPLAINED

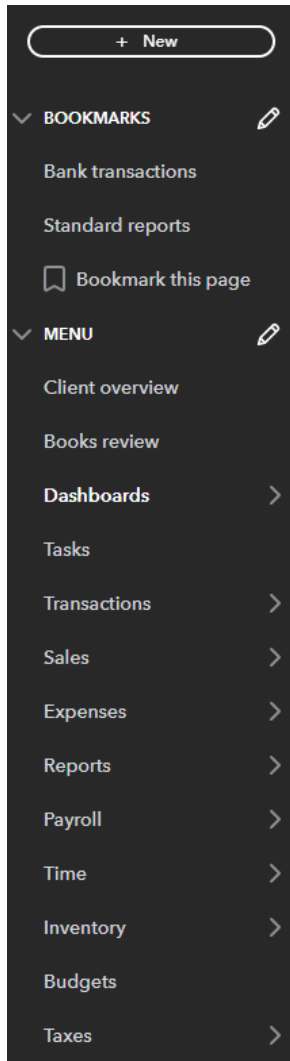


Create+ or New+

The screenshot displays the QuickBooks Online (QBO) Accountant interface. At the top, the 'qb Accountant' logo is visible, along with navigation links for 'GO TO QUICKBOOKS' and 'Accountant tools'. A '+ New' button is prominently displayed. Below this, a dropdown menu is open, listing various transaction types categorized into four columns: Customers, Vendors, Team, and Other. The background shows a person's hand holding a smartphone, with a laptop and a tablet also visible on a wooden table.

Customers	Vendors	Team	Other
Invoice	Expense	Payroll	Task
Receive payment	Check	Single time activity	Bank deposit
Statement	Bill	Weekly timesheet	Transfer
Estimate	Pay bills	Review time	Journal entry
Credit memo	Purchase order	Add contractor	Inventory qty adjustment
Sales receipt	Vendor credit		Batch transactions
Recurring payment	Credit card credit		Pay down credit card
Shipping label	Print checks		Add product/service
Refund receipt	Add vendor		
Delayed credit			
Delayed charge			
Add customer			

At the bottom of the menu, there is a link to 'Video tutorials' and a 'Show less' option.



QBO MENU EXPLAINED



Bookmarks



Sales

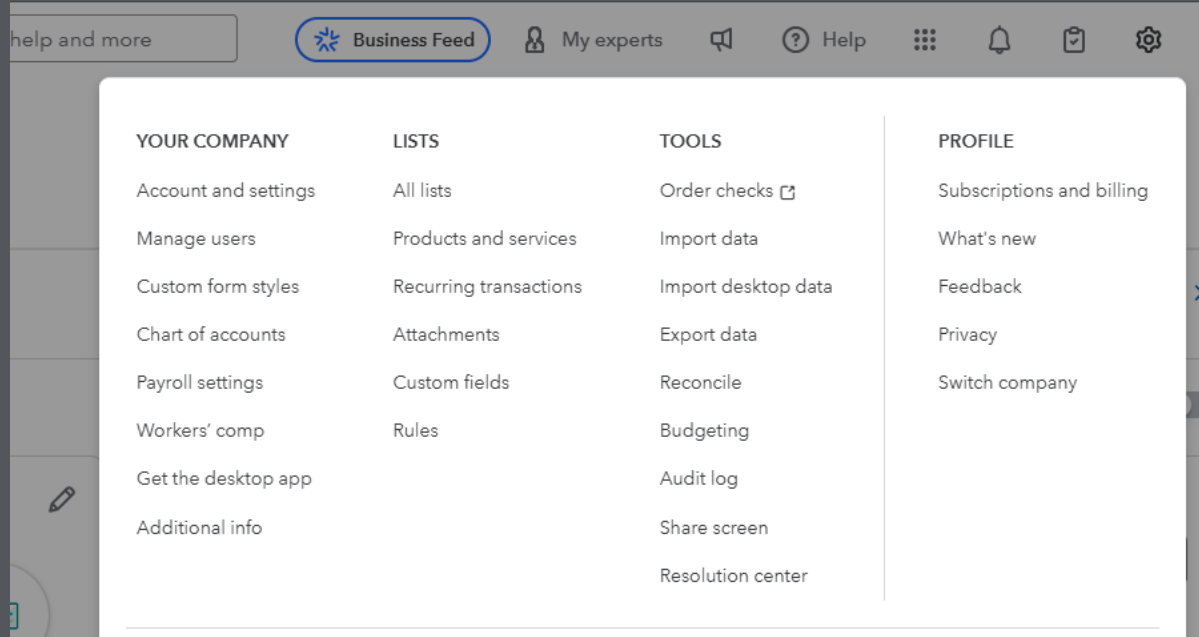


Expenses



Reports

GEAR ICON MENU



MANAGING TRANSACTIONS: BANK FEEDS

Bank transactions

AMEX ▾

[Try new banking page](#) [Link account](#) ▾ [Update](#) [Explore](#)

AMEX

\$24,169.04
BANK BALANCE
Updated 11 hours ago

\$18,301.44
IN QUICKBOOKS

Best Buy Credit Card

\$728.30
BANK BALANCE
Updated moments ago

\$41.00
IN QUICKBOOKS

Amazon Card

\$7,245.31
BANK BALANCE
Updated moments ago

\$5,590.96
IN QUICKBOOKS

MACU Checking

\$4,232.50
BANK BALANCE
Updated moments ago

-\$8,944.58
IN QUICKBOOKS

MACU Savings

\$9,002.10
BANK BALANCE
Updated moments ago

\$9,002.10
IN QUICKBOOKS

For review (10)

Categorized

Excluded

[Video tutorials](#) [Take a tour](#) [Go to bank register](#)

All dates ▾

All transactions (10) ▾

Search by description, check number, or amount

1-10 of 10 < 1 >

<input type="checkbox"/>	DATE ▾	DESCRIPTION	PAYEE	CATEGORIZE OR MATCH	SPENT	RECEIVED		ACTION
<input type="checkbox"/>	09/10/2025	Amazon	Amazon MarketPlace	Supplies	\$23.47			Add
<input type="checkbox"/>	09/10/2025	Wal-Mart	WalMart	Automobile	\$216.79			Add
<input type="checkbox"/>	09/09/2025	New York City NY	Postable	Gifts	\$9.45			Add
<input type="checkbox"/>	09/08/2025	Amazon	Amazon MarketPlace	Supplies	\$18.69			Add
<input type="checkbox"/>	09/07/2025	Wal-Mart	WalMart	Automobile	\$109.35			Add
<input type="checkbox"/>	09/07/2025	Wal-Mart	WalMart	Automobile	\$16.14			Add
<input type="checkbox"/>	09/06/2025	Wal-Mart	WalMart	Automobile	\$50.22			Add

MANAGING TRANSACTIONS: CORRECT ACCOUNT

<input type="checkbox"/>	DATE ▼	DESCRIPTION	PAYEE	CATEGORIZE OR MATCH	SPENT	RECEIVED		ACTION
<input type="checkbox"/>	09/07/2025	Amazon	Amazon MarketPlace	Fuel	\$3.21			Add

☒ Categorize ☐ Match ☐ Record as transfer

Vendor/Customer/project

Amazon MarketPlace ▼

Account *

Automobile:Fuel ▼

Memo

Memo

BANK DETAIL AMAZON PRIME*RM47T5LY3

Add attachment

Create a rule

Exclude

Categorization history

Split

Add

MANAGING TRANSACTIONS: CREATE A RULE





Vendor/Customer/project Account *

Amazon MarketPlace ▼ Automobile:Fuel ▼

Memo

Memo

BANK DETAIL AMAZON PRIME*RM47T5LY3

 Add attachment  Create a rule  Exclude  Categorize

Create rule

Rules only apply to unreviewed transactions.

What do you want to call this rule? *

Amazon Card Fuel

Apply this to transactions that are

Money out ▼

in

Amazon Card ▼

and include the following:

All ▼

Description ▼

Contains ▼

Amazon

[+ Add a condition](#)

Test rule

Then Assign ▼

Transaction type

Expense ▼

Category

Automobile:Fuel ▼

[+ Add a split](#)

Payee

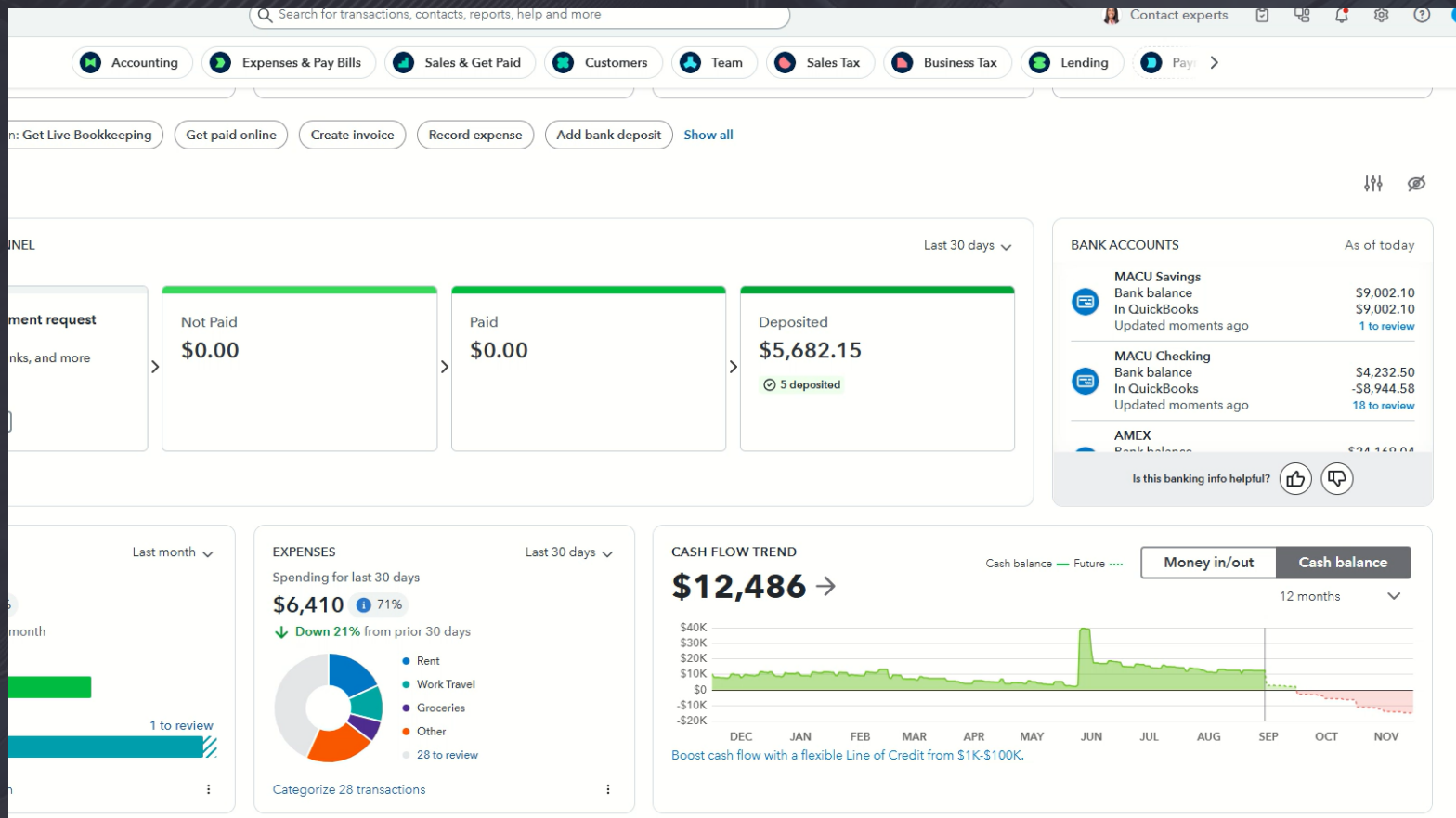
Amazon MarketPlace ▼

[+ Assign more](#)

Cancel

Save

RECONCILING YOUR ACCOUNTS





RECONCILING RED FLAGS



Your beginning balance being different than what is on your bank statement.



Extra transactions sitting in your Reconciliation screen when you are done and show zero difference.

QBO Reports

Profit and
Loss

Balance
Sheet

A/R Aging
Summary

Statement
of Cash
Flows

Create

Bookmarks

Dashboard

Feed

Reports

My apps

PINNED

Accounting

Expenses

Sales

Customize

Good afternoon Jessica!

- Accounting
- Expenses & Pay Bills
- Sales & Get Paid
- Customers
- Team
- Sales Tax
- Business Tax
- Lending

>

Business Feed

Nothing new right now. Check back soon!

View all >

Create actions

- Add on: Get Live Bookkeeping
- Get paid online
- Create invoice
- Record expense
- Add bank deposit
- Show all

Business at a glance

⌵ ⌵ ⌵

SALES & GET PAID FUNNEL

Last 30 days ▾

Create a new payment request

Send invoices, pay links, and more

Request payment ▾

Not Paid
\$0.00

Paid
\$0.00

Deposited
\$5,682.15

5 deposited

BANK ACCOUNTS

As of today

MACU Savings	
Bank balance	\$9,002.10
In QuickBooks	\$9,002.10
Updated 1 hour ago	1 to review
MACU Checking	
Bank balance	\$4,232.50
In QuickBooks	-\$8,944.58
Updated 1 hour ago	18 to review
AMEX	
Bank balance	\$21,160.04

Is this banking info helpful?



PROFIT & LOSS

Last month ▾

Net profit for August

-\$3,501 99%

Up 17% from prior month

\$4,300

Income



EXPENSES

Last 30 days ▾

Spending for last 30 days

\$6,410 71%

Down 21% from prior 30 days



CASH FLOW TREND

Cash balance — Future —

Money in/out

Cash balance

\$12,486 →

12 months ▾





QUESTIONS?



September 17, 2025