Sage 50 Accounting—U.S. Edition
Converting from QuickBooks

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Chapter 1

Preparing To Convert Your Data

Changing accounting software is a *huge* undertaking, no matter how small or large your business is.

When you take on a job like converting data from one accounting program to another, it's always wise to plan the process—and, in this chapter, we walk you through the planning phase.

In this chapter:

- Timing the Conversion or When should I convert?
- Making Sure Your QuickBooks Version Converts to Sage 50
- Understanding the QuickBooks Data that Converts
- Choosing What to Convert
- How Sage 50 Converts QuickBooks Accounts
- Before You Convert…

Timing the Conversion: When should I convert?

Timing your conversion is important because the target conversion date you choose can make the conversion process easier or harder. We mentioned the following in the Introduction, but, this information is so important that it bears repeating. To improve the chances of a successful conversion, we strongly recommend that you time the conversion so that:

* You stop using your QuickBooks company on the December 31, the last day of any month, or the last day of any quarter, and
* You begin using your new Sage 50 company on January 1, the first day of any month, or the first day of any quarter. You'll find that verifying conversion will be easiest if you choose one of these dates as the first day you'll use your new Sage 50 company.

Further, when you set your target conversion date, consider the following:

* **If you collect and remit sales tax on a *quarterly* basis**, plan to convert your company so that you begin using it on the first day of any quarter;
* **If you collect and remit sales tax on a *monthly* basis**, plan to convert your company so that you begin using it on the first day of any quarter;
* **If you prepare payroll for your company**, we recommend that you convert your company so that you begin using it on January 1. That way, you won't have any payroll history to enter;
    * If you prepare payroll for your company and you cannot plan conversion so that you begin using your new company on January 1, then try to target the first day of any quarter. If you cannot begin using your new Sage 50 company on the first day of a quarter, then target the first day of a month.



We are assuming that you are up-to-date on paying your sales tax and your payroll tax liabilities. The conversion process does not work correctly if you are behind in payments; you have to use both QuickBooks and Sage 50 to pay liabilities

Making Sure Your QuickBooks Version Converts to Sage 50

Sage 50 will convert most QuickBooks companies as long as you're using a supported version of QuickBooks. Sage 50 can convert QuickBooks companies from the following QuickBooks 2012, 2013, or 2014 versions:

* QuickBooks
* QuickBooks Pro
* QuickBooks Premier, and

* QuickBooks Enterprise Solutions



You can certainly try converting companies from older versions, but we can't guarantee the results.

Understanding the QuickBooks Data that Converts

The QuickBooks-to-Sage 50 Conversion wizard can convert most lists and transactions in QuickBooks to the Sage 50 format, depending on your choices during the conversion wizard. The QuickBooks-to-Sage 50 Conversion wizard converts the following:

* Company name and information,
* Chart of accounts and current balances for each account,
* Employee list information,
* Vendor list information, including current open balance,
* Customer list information, including current open balance,
* Customer sales taxes,
* Inventory items,
* Job records

Some Things Just Don't Convert

For a variety of reasons that you probably don't care to know, there is some information that simply doesn't convert, regardless of whether you convert lists only or transactions and lists.

Payroll Details

For example, if you use the QuickBooks Payroll Service, Sage 50 converts only employee list information from QuickBooks even if you choose to convert transactions. The QuickBooks-to-Sage 50 Conversion wizard does not convert pay rates, withholding information, deductions, and year-to-date payroll information. In addition, your financial statements won't match because payroll information will be missing from your Sage 50 company. After conversion finishes, you'll need to set up payroll in Sage 50 and, if you're not starting your Sage 50 company on January 1, enter any payroll history information for the current year. See Chapter 4 (page 81) for details.



If you record payroll information without using the QuickBooks Payroll Tax Service—for example, you use an outside service that supplies you with after-the-fact payroll information—the QuickBooks-to-Sage 50 Conversion wizard will convert general ledger account beginning balance information for earnings and payroll liabilities.

Banking Information

No bank account reconciliation information converts. All bank account transactions appear in Sage 50 as unreconciled transactions; after conversion finishes, you'll need to reconcile bank accounts. See Chapter 3 (page 42) for details.

Chart of Accounts

The QuickBooks-to-Sage 50 Conversion wizard does not convert **general ledger account descriptions** and **bank account numbers and routing information** you might have stored with bank accounts in QuickBooks.

QuickBooks lists **non-posting accounts** in its chart of accounts. These accounts do not impact the General Ledger and cannot be used in Sage 50 Accounting. Therefore, the QuickBooks-to-Sage 50 Conversion wizard will not convert them.

Sage 50 doesn't use **subaccounts** like QuickBooks does. However, to simulate subaccounts in Sage 50, you can set up accounts that use masking. For more information, see Sage 50 Help topics, "Account Masking" and "Department Masking (Getting Started)" or Peachtree for Dummies, 3rd edition. The QuickBooks-to-Sage 50 Conversion wizard converts subaccounts as regular general ledger accounts.

Estimates

The QuickBooks-to-Sage 50 Conversion wizard does not convert **estimates** in your QuickBooks company to your new Sage 50 company; after conversion, you can enter proposals, if you are using Sage 50 Premium or higher, or quotes if you are using Sage 50 Complete or lower. Open the Tasks menu, point at Quotes/Sales Orders/Proposals (in Sage 50 Complete and lower, point at Quotes/Sales Orders), and click Proposals (in Sage 50 Complete and lower, click Quotes). You can search Help for details on entering these transactions, or you can buy a copy of Peachtree for Dummies, 3rd edition. While the book doesn't cover the latest version of the software, much of the information in it is still valid.

Budgets

The QuickBooks-to-Sage 50 Conversion wizard does not convert **Budget** information associated with QuickBooks accounts. However, you can easily set up a budget in Sage 50 after the conversion is complete. For more information, see the Help topic, "Create a Budget."

Fixed Assets

The QuickBooks-to-Sage 50 Conversion wizard doesn't convert **fixed asset** information. Sage 50 handles fixed assets using a free add-on product that you download. So, after conversion completes, you can print the Fixed Asset list in QuickBooks and use it to set up fixed assets in Sage 50.

Credit Cards

Last, Sage 50 will not convert credit card information.

What Happens to the Accounting Method?

During conversion, the QuickBooks-to-Sage 50 Conversion wizard will prompt you to choose an accounting method, which defines when income and expenses appear in your books—for example, at the time you make a sale or at the time you collect the money for the sale.

General accounting principles allow you to use either of two accounting methods:

* **Accrual**: The accrual method records all entries at the time business is transacted, whether or not cash has been transferred. In most cases, companies that carry inventory or resell goods must use this method of accounting.
* **Cash**: The cash method recognizes transactions at the point you actually exchange cash. While the cash method is more common in service industries, some organizations may be restricted from using this method by the IRS.

QuickBooks sets up all its companies using the accrual accounting method and then allows you to display reports to reflect the cash-basis accounting method.

On the other hand, Sage 50 requires that you select an accounting method when you create your company—and you can't change the accounting method of a company once you've created the company. During conversion, you'll be prompted to choose your accounting method; if you aren't sure about the choice you should make, consult your accountant before you convert your company.

Choosing What to Convert

When you convert a QuickBooks company to Sage 50, you can choose to convert only list information, or you can include both lists and transactions. If you opt to convert lists only, without converting transactions, you can then select only some lists to convert. If you opt to convert both lists and transactions, you can choose to convert all transactions or only some transactions, based on a date range.

While inventory items convert, Sage 50 offers you some choices about the inventory costing method that you use. If you're interested in changing inventory costing methods, convert lists only; don't convert transactions. See the section "Converting Transactions" (page 8) for more information.

Advantages of Converting Transactions

There are both advantages and disadvantages to converting transactions. Among the advantages:

* In most cases, you won't need to pull out a hard copy of a particular document or to open QuickBooks to research historical transactions; and
* Sage 50 converts open unpaid transactions, so that you can apply receipts or payments to customer invoices or vendor bills instead of outstanding beginning balances.

Disadvantages of Converting Transactions

* Sage 50 doesn't support some transactions that QuickBooks supports. For these transactions, the QuickBooks-to-Sage 50 Conversion wizard takes a best-guess approach to converting those transactions types to something similar in Sage 50 or does not convert those transactions at all;
* If you convert transactions, you will not be able to switch inventory costing methods; and
* Converting transactions will make the conversion time take longer.

Converting Lists

If you opt to convert lists only from QuickBooks, Sage 50 converts the following lists:

* Accounts,
* Customers,
* Vendors,
* Employees,
* Items,
* Jobs



For details on how the QuickBooks fields in each list match up to the Sage 50 fields in each list, see Appendix A (page 156).

Can You Set the Accounting Periods?

Sage 50 uses specific accounting periods that define the company's fiscal year. Since accounting periods most often conform to months, most companies have 12 periods in each year. Sage 50 allows you to have two years—or 24 periods—open at any given point in time, with Periods 1-12 referring to the months of the first open year, and Periods 13-24 referring to the months of the second open year. When you convert lists only, you'll be prompted during the conversion process to set up the accounting periods for your new Sage 50 company, and you'll also be prompted to enter the period number in which you will first be entering data.

What Happens to Balances When You Convert Only Lists

If you choose to convert lists only, Sage 50 will enable you to select the lists you want to convert. When you convert lists only and you choose the accrual accounting method, Sage 50 assigns beginning balances to accounts, customers, vendors, inventory items, and employees using static information from each list. These balances represent the current balance in QuickBooks at the time you convert the QuickBooks company.



If you entered transactions in future dates in QuickBooks, these amounts will also be included in account and record balances.

When you convert lists only, Sage 50 establishes the beginning balances from your QuickBooks current balance information in each list you convert and sets the beginning balances as of the day before the first period you choose to enter data. For example, suppose that you are converting QuickBooks company data on 10/1/12, and you establish Period 10 as 10/1/12 through 10/31/12. Further suppose that you indicate that you'll be first entering data during Period 10. In this case, Sage 50 will convert all beginning balances as of 9/30/12 (not 10/1/12).

Since you've opted to convert lists only and not transactions, you use the beginning balance information when you apply payments or receipts. For example, if you have outstanding purchase invoices totaling $1072.00 due to a vendor, Sage 50 converts this amount as the vendor's beginning balance. But, because you converted lists only, the individual purchase invoices that make up the $1072.00 will not appear in your new Sage 50 company. Instead, when you pay the individual invoices, you'll apply the payments to the vendor's beginning balance.

To make a payment against this balance, follow these steps:

1. On the **Vendors & Purchases tab**, click the **Pay Bills** button and then select **Pay Bills**. Sage 50 displays the Payments window.
2. Enter or select the vendor ID.
3. Click the **Apply to Invoices** tab. Sage 50 displays $1072.00 with a BEGBAL reference, representing a lump sum of all the outstanding invoices due at the time of the QuickBooks conversion.
4. Enter an amount to pay the vendor in the Amount Paid field.
5. When finished entering the payment, select the **Print** button to print a check.

   If you are not prepared to print the check, leave the check number field blank. Or, if you manually wrote the check, enter a check number. Then, click Save to record the transaction.



If you prefer, you can remove the Beginning Balance transaction that Sage 50 establishes and manually enter separate transactions that match what you had in QuickBooks. You can then post receipts and payments against individual invoices. For details on removing beginning balance information, see Chapter 3 (page 42).

Converting Transactions

The QuickBooks-to-Sage 50 Conversion wizard converts the following QuickBooks transactions to Sage 50:

* Sales Orders
* Sales Invoices
* Receipts or Customer Payments
* Deposits
* Customer Credit Memos
* Purchase Orders
* Receive Inventory
* Vendor Credit Memos
* Item Receipts
* General Journal entries
* Inventory Adjustments
* Vendor Payments



In Appendix A (page 156), you'll find detailed information matching the fields on each QuickBooks transaction to corresponding fields on transactions in Sage 50.

Sage 50 will convert transactions dated up to and including the last day of the last open fiscal year. For example, if your two open fiscal years in Sage 50 begin January 1, 2013 and end on December 31, 2014, Sage 50 will convert transactions whose date is on or before December 31, 2014.

If you choose to convert transactions from QuickBooks to Sage 50 instead of converting list information only, the QuickBooks-to-Sage 50 Conversion wizard will display some different screens and handle data conversion differently.

What Happens to Balances When You Convert Transactions

If you choose to convert transactions, the QuickBooks-to-Sage 50 Conversion wizard bases balances for accounts, customers, vendors, inventory items, and employees on calculations made from converted transactions rather than from static figures taken from the list data.

Sage 50 will convert balances in accounts, customer records, and vendor records in this way:

* The QuickBooks-to-Sage 50 Conversion wizard will bring over balances as of the end of the last fiscal year, which is defined as the year just prior to the first open year in Sage 50. If, for example, your first open year in Sage 50 is 2014, the QuickBooks-to-Sage 50 Conversion wizard converts balances as of the end of 2013.
* For the prior fiscal year, the QuickBooks-to-Sage 50 Conversion wizard will convert transactions and, if necessary, post an adjusting entry to ensure that the balances in Sage 50 as of the end of the last fiscal year reconcile with original balances in QuickBooks.
* For the current year, the QuickBooks-to-Sage 50 Conversion wizard will convert transactions and establish balances based on those converted and posted transactions.

Conversion and Inventory Costing Methods

Most editions of QuickBooks support one inventory costing method: average costing. Sage 50 supports three different costing methods: average costing, LIFO (last in, first out), and FIFO (first in, first out). During the conversion process, you can choose to change inventory costing methods. In general, most companies use only one costing method for all inventory items; so, if you're thinking about changing costing methods, talk to your accountant.

If you choose to convert transactions, the resulting financial statements in Sage 50 are built using transaction totals. To ensure that your financial statements in Sage 50 match your financial statements in QuickBooks, Sage 50 will automatically convert all QuickBooks inventory part items to Sage 50 stock items and assign them to the average costing method.

You cannot change the costing method assigned to a stock item in Sage 50; instead, you must set up a new stock item in Sage 50 to change to a different costing method. So, if you want to switch from average costing to either LIFO or FIFO, you must not convert transactions; instead, convert lists only. Financial statements built from lists use static balances from lists instead of transaction information, so, if you convert lists only, you can change inventory costing methods. See Chapter 5 (page 122) for more information on costing methods.



QuickBooks Enterprise Solutions Advanced Inventory edition supports FIFO.

Can You Set the Accounting Periods?

The structure of the accounting periods in Sage 50 refers to the number of fiscal periods in a fiscal year as well as the dates on which the periods begin and end.

If you choose to convert transactions, the QuickBooks-to-Sage 50 Conversion wizard bases the structure of accounting periods in your Sage 50 company on the structure in QuickBooks to accommodate the existing period ending balances in QuickBooks.

If you choose to convert lists only, you will have an opportunity to change or set up the accounting period structure.

How Sage 50 Converts QuickBooks Accounts

Some accounts are handled in special ways in QuickBooks, and some accounts are required by Sage 50 and not by QuickBooks. In this section, we'll take a look at these accounts so that you can ensure that your conversion goes as smoothly as possible

Retained Earnings

Every Sage 50 company must have a Retained Earnings account. Although QuickBooks creates this account for you when initially setting up your company, it is possible to remove it. If it is missing, you must re-add it to successfully convert your QuickBooks company to Sage 50.

To create a new Retained Earnings account in QuickBooks, follow these steps:

1. Start QuickBooks and open your company.
2. From the Reports menu, select Balance Sheet, then choose Standard.
3. Displaying the balance sheet forces QuickBooks to search for a retained earnings account. If it cannot locate one, it will create a new one for you.

Other Equity Accounts

Your Retained Earnings account in QuickBooks will become a Retained Earnings account in Sage 50. All other equity accounts will be assigned an Account Type of "Equity – doesn't close." Sage 50 carries the balance of this type of account forward from year to year. Common stock is a typical "Equity – doesn't close" account.

For equity accounts whose balances should not be carried forward from year to year, Sage 50 also provides the "Equity – gets closed" account type. During the year-end closing process—something found in Sage 50 and not in QuickBooks—Sage 50 zeroes out these account type balances and moves their amounts to Retained Earnings.

Members Draw, which is an equity account used by sole proprietorships and LLC's, is a typical "Equity – gets closed" account.

After conversion, you can change the account type of "Equity – doesn't close" accounts as needed; see Chapter 3 (page 42) for details.

Undeposited Funds Asset Account

In QuickBooks, you typically use the Undeposited Funds account as a default account for Receipts. Then, when you make a deposit in QuickBooks, amounts go from Undeposited Funds to the correct bank account.

Although your Undeposited Funds account in QuickBooks is a Current Asset account type and amounts in this account appear in the Current Assets section of your Balance Sheet, the QuickBooks-to-Sage 50 Conversion wizard converts this account to a Cash account and amounts in it will appear in the Cash section of the Balance Sheet. Sage 50 converts the Undeposited Funds to a Cash account so that you can use it on the Receipts window when you specify the account for receipts.

Accounts Payable and Accounts Receivable

Because QuickBooks assumes you want to operate using the accrual method, it automatically sets up an Accounts Payable and an Accounts Receivable account in your QuickBooks company. When you convert your company, the QuickBooks-to-Sage 50 Conversion wizard will set up these accounts and display any balances in them. If you want to use the accrual method in your new Sage 50 company, then you don't need to take any action other than verifying that the balances match in QuickBooks and Sage 50. But, if you want to use the cash method in your new Sage 50 company, these accounts shouldn't have any balances in them. The QuickBooks-to-Sage 50 Conversion wizard brings over whatever appeared in your QuickBooks company, so, you should consult your accountant to determine how to make adjustments to remove these account balances from a company operating on a cash basis.



You shouldn't switch accounting methods without first consulting your accountant.

Default Accounts

During the conversion, Sage 50 will prompt you to select default expense and sales accounts. The QuickBooks-to-Sage 50 Conversion wizard will assign the expense account you select as the default for all vendors converted from QuickBooks. In the same way, the QuickBooks-to-Sage 50 Conversion wizard will assign the sales account you select as the default for all customers converted from QuickBooks.

After conversion, you can assign unique default accounts to each vendor and customer.

Grouping and Numbering Accounts

Just as accounts in your QuickBooks company have an assigned account type, so do the accounts in your Sage 50 company. When you convert your QuickBooks company to Sage 50, the QuickBooks-to-Sage 50 Conversion wizard will set up account types as shown in Table 1-1.

Table 1-1: Converted Account Types

QuickBooks Type	Sage 50 Type
Bank	Cash
Accounts Receivable	Accounts Receivable
Other Current Assets	Other Current Assets
Fixed Assets	Fixed Assets
Other Assets	Other Assets
Accounts Payable, Credit Card	Accounts Payable
Other Current Liabilities	Other Current Liabilities
Long Term Liability	Long Term Liability
Equity	Equity - doesn't close if Corporation, S-Corporation, or Partnership or Equity - gets closed (if Sole Proprietor)
Income and Other Income	Income
COGS	Cost of Sales
Expense and Other Expense	Expense

To successfully convert your QuickBooks company, you must assign a unique account number or ID to each account in your chart of accounts. Sage 50 uses these numbers as Account IDs in you Sage 50 company. We recommend that you assign account numbers in QuickBooks before converting your company.



After converting the company data, you can examine and update your chart of accounts in Sage 50 at any timeby choosing Maintain, Chart of Accounts. To assign account numbers in QuickBooks, see the section, "Turning on and Assigning Account Numbers (page 15)."

If you choose not to number your accounts in your QuickBooks company before conversion, the QuickBooks-to-Sage 50 Conversion wizard will offer you the opportunity to assign them during conversion, and, if you don't assign them during conversion, the QuickBooks-to-Sage 50 Conversion wizard will assign account numbers in the ranges shown in Table 1-2.

Table 1-2: Account Numbers Ranges Based on Account Type

Account Type	Range of numbers
Assets	1000-1999
Liabilities	2000-2999
Equity/Capital	3000-3999
Income/Revenue	4000-4999
Cost of Goods Sold	5000-5999
Expenses	6000-9999

The QuickBooks-to-Sage 50 Conversion wizard will use the following rules when it numbers your accounts:

* The Conversion wizard will group accounts using account types, and assign numbers between the smallest number for a given account type and the smallest number for the next account type minus 1. For example, if your bank account types begin at 1000 and your Accounts Receivable account is 1500, Sage 50 will number all of your bank accounts between 1000 and 1499.
* For any accounts that do not have an account number, Sage 50 will determine the highest number in the account type range and add 10 to start assigning numbers. For example, Cash accounts have a specified range of 1000 – 1999. Suppose that your QuickBooks company has eight cash accounts but only five of those cash accounts have numbers: 1000, 1100, 1200, 1300, 1400. In this case, the QuickBooks-to-Sage 50 Conversion wizard will assign the numbers 1410, 1420, and 1430 to the three unnumbered cash accounts.
* If the QuickBooks-to-Sage 50 Conversion wizard cannot determine a range of numbers for a GL account type, it will not assign account numbers for that account type. Instead, you'll have the opportunity to assign numbers manually.

Before You Convert…

There are a few things you can do before you attempt to convert your QuickBooks company to Sage 50 that will make the conversion go more smoothly:

* Verify company information,
* Check account numbers
* Print QuickBooks reports

Verifying Company Name and Address Information

Before converting company data to the Sage 50 format, you should verify that your QuickBooks company is set up in such a way that Sage 50 can properly read your data. Follow these steps in QuickBooks to verify company name and address information:

1. Click the Company menu and choose Company Information. QuickBooks displays the Company Information dialog box.
2. Double-check the information in the Legal Name field; the QuickBooks-to-Sage 50 Conversion wizard uses this name to generate a name for your Sage 50 company data file.
3. Click OK.

Converting Address Fields from QuickBooks

In general, QuickBooks and Sage 50 handle address fields differently. In QuickBooks, addresses are entered in four one-line fields; and you have the option of entering the address in any format you want. However, in Peachtree, addresses use separate individual fields for company information, customers, vendors, and employees.

Because you can enter addresses in QuickBooks in a variety of ways, these fields may or may not convert as you would expect. To ensure accuracy and consistency, make sure your addresses are entered in QuickBooks using the U.S. Postal Service standard:

Address Line 1
Address Line 2 (optional)
City, ST Zip Code (the comma separation is optional)

When you enter states, try to use the standard U.S. Postal Service two-character abbreviations. If you use some other format, these characters may become part of the City field in Sage 50.

Sage 50 can accept Zip codes using the five-digit format (99999) and nine-digit format (either (999999999 or 99999-9999). If you enter the Zip code on a separate line in QuickBooks, it might not convert correctly to Sage 50. If this happens, you can correct the address information after the conversion in your new Sage 50 company.



QuickBooks automatically inserts the employee's name as the first line of the employee address field. We suggest that you leave things as is, since the QuickBooks-to-Sage 50 Conversion wizard will remove the information for you when converting your company data. And, the address will not convert properly to Sage 50 if you remove the employee name from the first line in QuickBooks and begin the address with the address line 1.

Turning on and Assigning Account Numbers

Before you convert your QuickBooks company, you might want to establish unique account numbers for each account listed in the QuickBooks chart of accounts. Why? Because Sage 50 uses these numbers as the unique account IDs that Sage 50 requires. If your accounts in QuickBooks don't have account numbers, the QuickBooks-to-Sage 50 Conversion wizard will give you the opportunity to create account IDs during the conversion. But, we think that you might find it faster and easier to assign account numbers before you begin conversion. And don't worry: After conversion finishes, you can examine and make changes to your chart of accounts in Sage 50 at any time by clicking the Maintain menu and choosing Chart of Accounts.

To make sure that you are using account numbers in QuickBooks, follow these steps:

1. Click the **Edit** menu and choose **Preferences**. QuickBooks displays the Preferences dialog box.
2. Click **Accounting** on the left side of the Preferences dialog box.
3. Click the **Company Preferences** tab.
4. Make sure that a check appears in the **Use Account Numbers** check box
5. Click **OK**.

Now that you know that account numbers are active in QuickBooks, you should verify that all accounts in your chart of accounts include account numbers. Follow these steps to display and modify chart of accounts information in QuickBooks:

1. From the **Lists** menu, select **Chart of Accounts**. QuickBooks displays the Chart of Accounts window.
2. To assign an account number to an account, click that account and then press Ctrl+E.
3. In the Edit Account window that appears, take note of the Account Type. When you assign an account number, make sure you assign numbers using the account type ranges described earlier in the section, “Grouping and Numbering Accounts.”
4. Use the Number box in the upper right corner to assign a unique number to the account. Account numbers can be up to eight alphanumeric characters in QuickBooks.
5. Click **Save & Close**. QuickBooks redisplays the Chart of Accounts window.
6. Repeat Steps 2 through 5 for each account that needs an account number.

Printing Reports

During conversion, the QuickBooks-to-Sage 50 Conversion wizard doesn’t modify your QuickBooks company in any way. Instead, the QuickBooks-to-Sage 50 Conversion wizard makes a copy of your QuickBooks company data and works on the copy. So, after conversion, you’ll still have full access to your QuickBooks company data and you can print reports *after* conversion if you want. But, we thought you might want to get a jump on the reports you’ll need to compare your QuickBooks company data to the data in your new Sage 50 company.



The reports listed in Table 3 aren’t all-inclusive, but we believe that they’ll give you most of what you need. Once conversion finishes, we encourage you to print all reports in your new Sage 50 company; we feel sure that you’ll find reports that will be meaningful to you.

In Chapter 3, we'll provide you with a list of the Sage 50 reports that match up with the QuickBooks reports listed in Table 1-3:

Table 1-3: QuickBooks Reports We Suggest You Print

Report Name	QuickBooks menu command
Profit & Loss Standard	Reports, Company & Financial
Balance Sheet Standard	Reports, Company & Financial
Trial Balance	Reports, Accountant & Taxes
Account Listing	Reports, Lists
Item Listing	Reports, Lists
A/R Aging Summary	Reports, Customers & Receivables
Customer Balance Detail	Reports, Customers & Receivables
Open Invoices	Reports, Customers & Receivables
A/P Aging Summary	Reports, Vendors & Payables
Vendor Balance Detail	Reports, Vendors & Payables
Unpaid Bills Detail	Reports, Vendors & Payables
Job Profitability Summary	Reports, Jobs, Time & Mileage
Employee Contact List	Reports, List
Employee Earnings Summary	Reports, Employees & Payroll



The QuickBooks-to-Sage 50 Conversion wizard brings over transactions that affect cash accounts as unreconciled transactions. To reconcile these accounts, we'll show you how to customize two QuickBooks reports at the end of Chapter 3 (page 42).

Once you have verified that balances are correct, you can print other reports to ensure that basic list information, such as phone numbers and such, have converted thoroughly.

In Chapter 2, you get started with the actual conversion, so, turn the page…

Chapter 2

Converting Your Data

When you convert a QuickBooks company to Sage 50, the QuickBooks-to-Sage 50 Conversion wizard displays a series of windows with instructions and options to walk you through the process. Before you start the wizard, please make sure that you've read Chapter 1 and completed all the actions we recommended in that chapter—your conversion will go more smoothly if you've done your homework.

In this chapter:

- Before You Start the QuickBooks-to-QuickBooks-to-Sage 50 Conversion wizard
- Starting the QuickBooks-to-Sage 50 Conversion Wizard
- Selecting a QuickBooks Company to Convert
- Choosing the Data to Convert
- Selecting the Sage 50 Product
- Opening Your QuickBooks Company
- Loading Data
- Reviewing Account Numbers
- Setting Estimate End Dates
- Selecting an Accounting Method
- Selecting Accounting Periods
- Selecting Default Accounts
- Summarizing Conversion Options
- OK, Here We Go…Converting!
- Should I Set Up Employees and Payroll Now or Later?
- The Aftermath…



If your first conversion gives you results that you don't like, you can always try converting again after you make changes that might produce better results. The conversion process leaves your QuickBooks company untouched

When you start the conversion process, make sure that your QuickBooks company is closed; you can have QuickBooks open, but close your company by choosing File, Close Company. As you walk through the QuickBooks-to-Sage 50 Conversion wizard, it will prompt you to open your QuickBooks company when it needs the company opened.

Before You Start the QuickBooks-to-QuickBooks-to-Sage 50 Conversion wizard...

Before you start the QuickBooks-to-Sage 50 Conversion wizard, you might want to:

* Disable anti-virus software and close all other applications including memory managers. This will speed up the conversion process and avoid any errors.
* Make sure you have enough hard disk space available. The conversion might need up to three times the size of your company data to convert successfully. For example, if your company is 6 MB, make sure you have 18 MB of free hard disk space.



This does not mean your company will triple in size. Sage 50 uses the extra space temporarily while converting.

And, since the conversion process might take quite a while to complete, we recommend that you convert before lunch or at the end of your business day, making sure you leave the computer running. Just walk through the wizard and, once it notifies you that it is starting the conversion, you can walk away. Later in this chapter, we'll point out the exact place where you can safely leave things running.



Since the QuickBooks-to-Sage 50 Conversion wizard doesn't make any changes to your QuickBooks company, backing up your QuickBooks company before you start conversion really isn't a requirement. On the other hand, backing up your data is always a good idea and certainly won't hurt anything.

Starting the QuickBooks-to-Sage 50 Conversion Wizard

You can start the QuickBooks-to-Sage 50 Conversion wizard in either of the following ways:

* From the Sage 50 Start window shown inFigure 2-1, click **Convert from another accounting program**. Or,
* Click the Sage 50 **File** menu and choose **Convert a Company**.

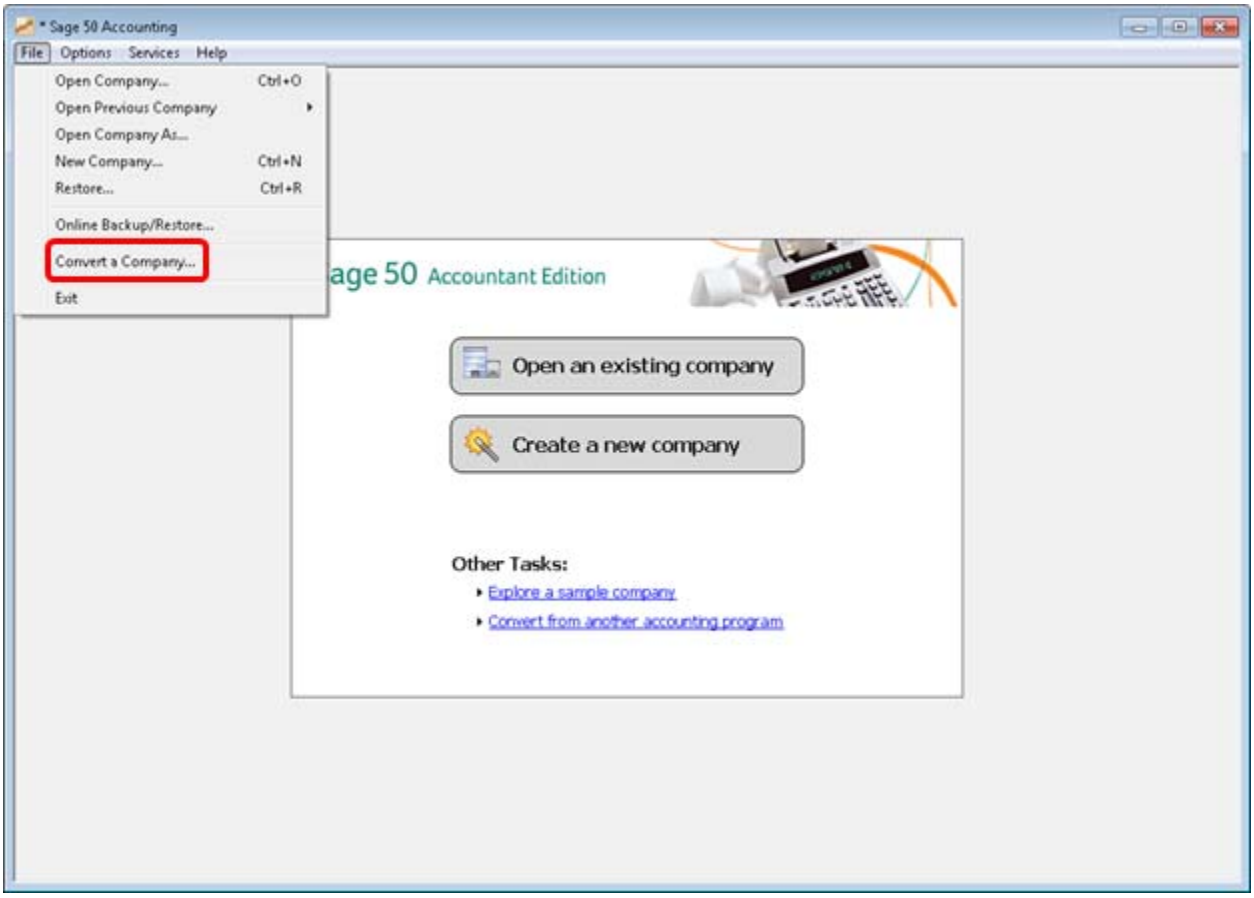


Figure 2-1: The Sage 50 Start window.

The Convert a Company dialog box shown in Figure 2-2 appears. Click **QuickBooks** and click **OK**.

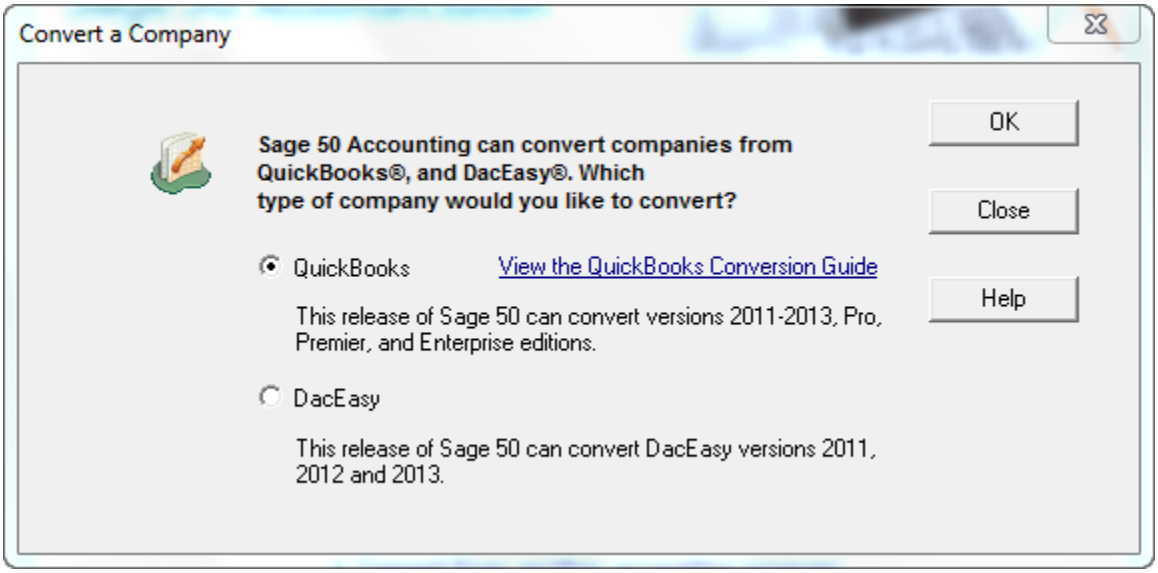


Figure 2-2: Choose QuickBooks in the Convert a Company dialog box.

The Welcome window of the QuickBooks-to-Sage 50 Conversion wizard appears. You can read the text on the window but don't worry if you haven't done everything you see on the window; as long as you completed the recommended tasks in Chapter 1 (page 1), your conversion should work well. Click **Next**.

Selecting a QuickBooks Company to Convert

The "Which QuickBooks Company Are You Converting?" window appears (see Figure 2-3).

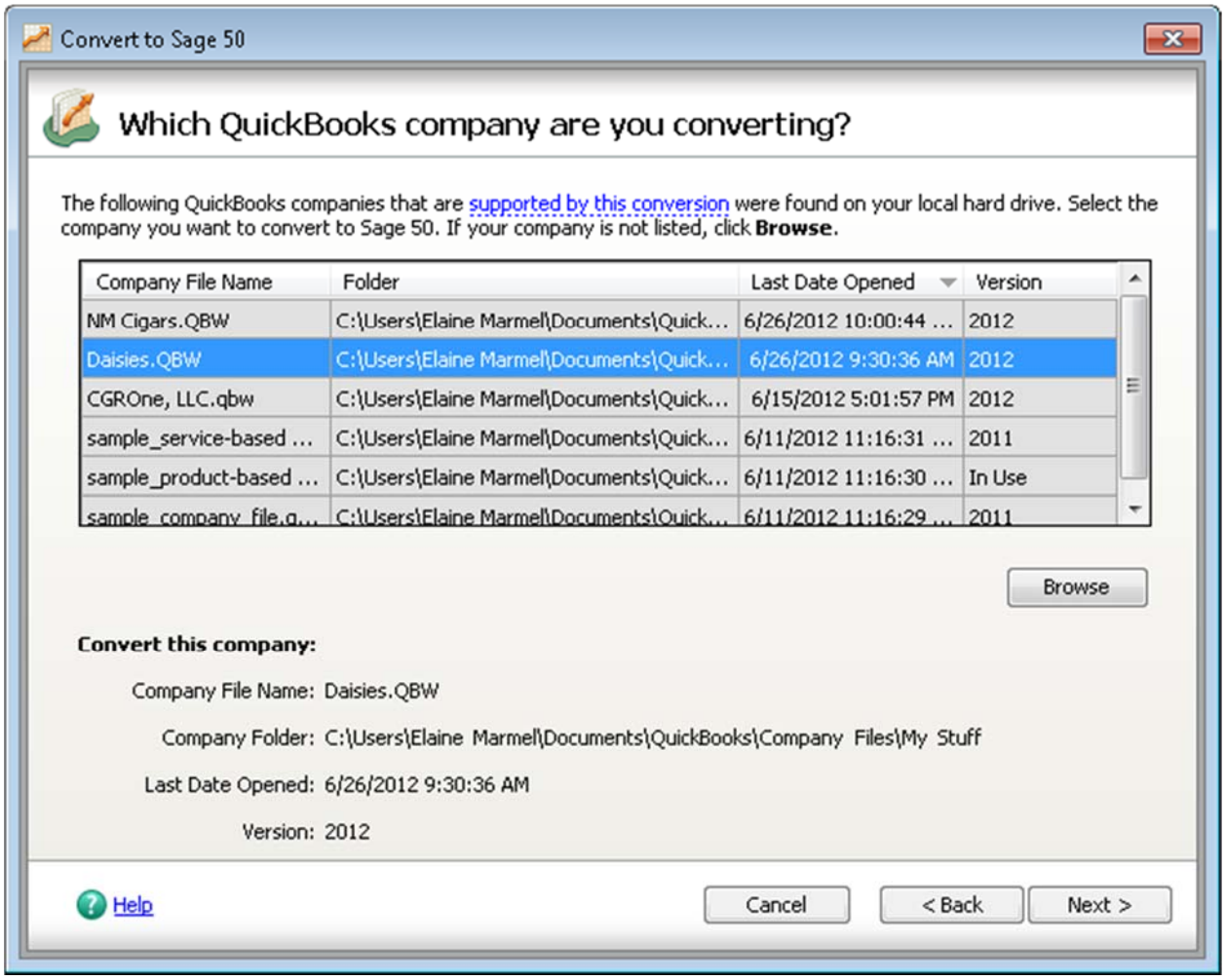


Figure 2-3: Choose a QuickBooks company to convert.

The QuickBooks-to-Sage 50 Conversion wizard searches your hard drive for possible QuickBooks companies to convert and displays them in this window. Select the QuickBooks data file (*.QBW) of the company you want to convert and click **Next**.

Choosing the Data to Convert

In the “What Would You Like to Convert?” window that appears (see Figure 2-4), you can choose the type of data you want to convert:

* **All lists and all transactions**,
* **All lists and some transactions** (you choose the transaction by supplying a starting date), or
* **Lists only, with no transactions**; if you select this option, you can select the lists you want to convert by checking the boxes beside them.

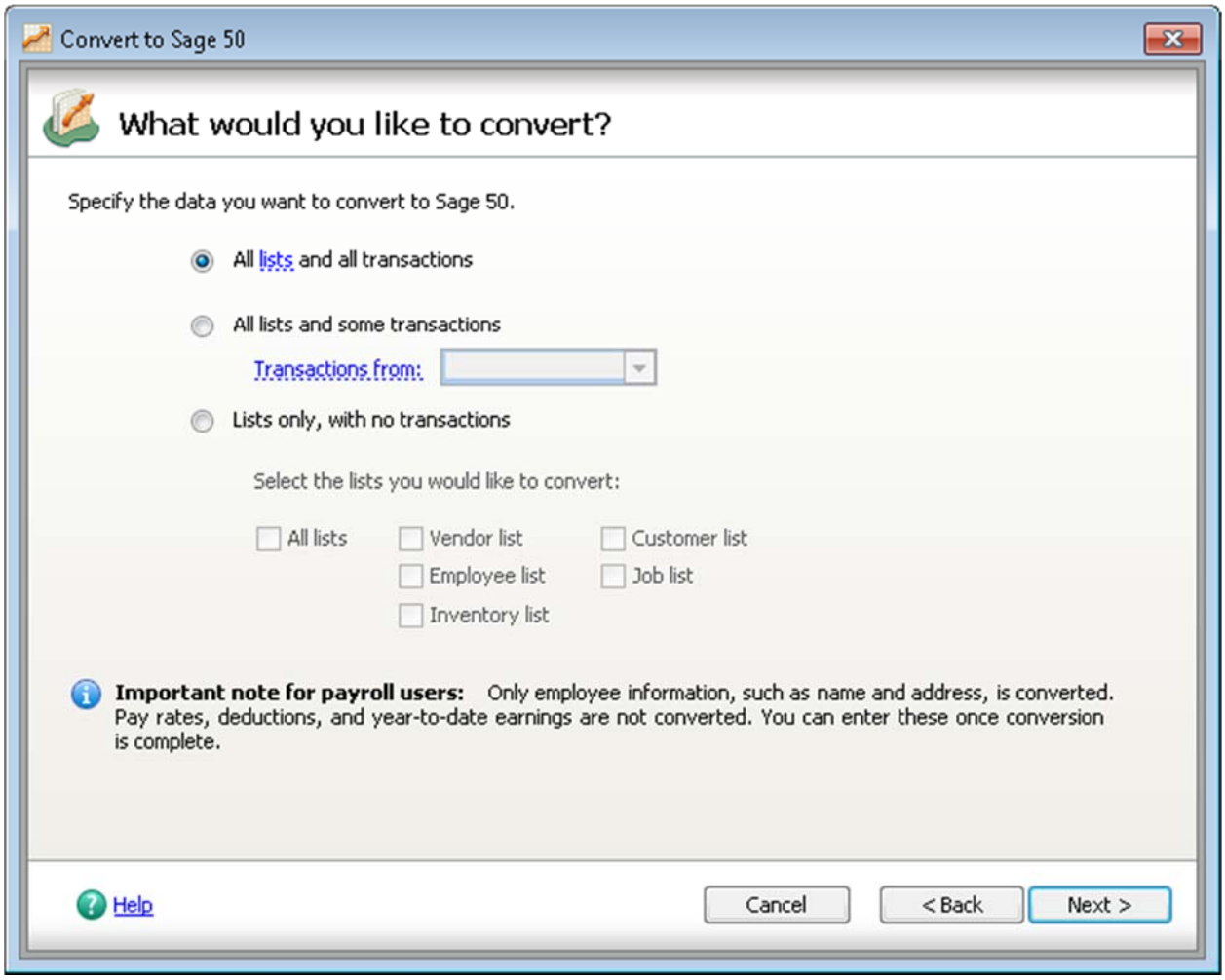


Figure 2-4: Choose the type of QuickBooks data you want to convert.

See Chapter 1 (page 1) for details on what the QuickBooks-to-Sage 50 Conversion wizard does based on the choices you make in this window. Chapter 1 also describes the advantages and disadvantages of converting transactions.



The rest of the screens that the QuickBooks-to-Sage 50 Conversion wizard shows are based on the choices you make here. In this chapter, we'll show you all the screens and identify those you see if you opt to convert lists only.

After you make your selection, click **Next**.

Selecting the Sage 50 Product

The QuickBooks-to-Sage 50 Conversion wizard window shown in Figure 2-5 appears, enabling you to select a Sage 50 product you'd like to use. You can convert your QuickBooks company to any Sage 50 product listed; be sure to select the product you purchased. Then, click **Next**.

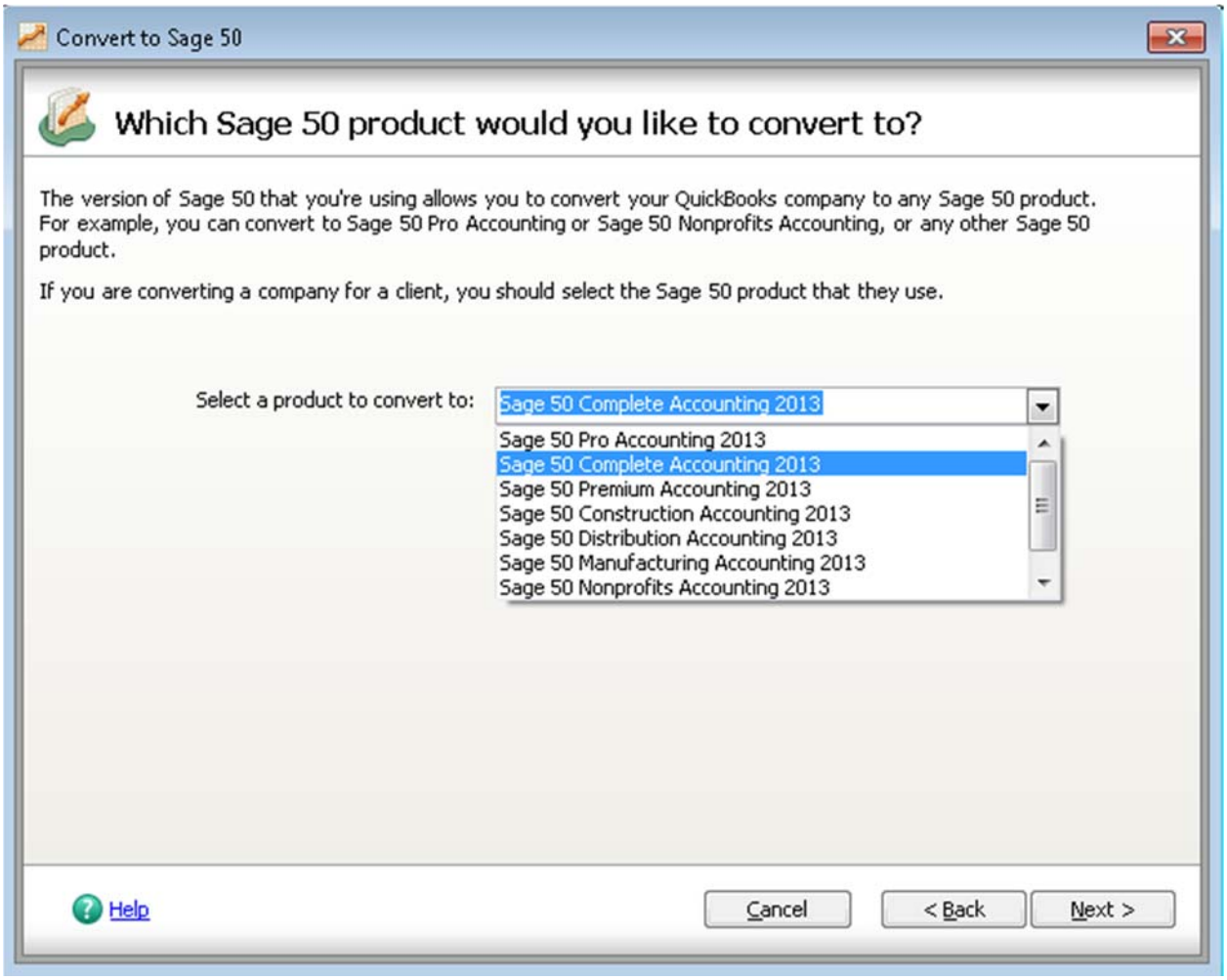


Figure 2-5: Select a Sage 50 product for your new company

Opening Your QuickBooks Company

The next window of the QuickBooks-to-Sage 50 Conversion wizard prompts you to open the QuickBooks company you intend to convert (see Figure 2-6).



Figure 2-6: You'll see this window when you need to open your QuickBooks company.

Follow these steps:

1. Using the Windows taskbar, click the QuickBooks icon to display the QuickBooks window.
2. From the No Company Open window, select your company and click **Open**. After a moment, QuickBooks displays an application certificate asking if you want to allow the QuickBooks-to-Sage 50 Conversion wizard to access your QuickBooks company.
3. You can choose to allow the QuickBooks-to-Sage 50 Conversion wizard access to your company whenever this QuickBooks company file is open or you can control access by choosing **Yes, prompt each time**.
4. Place a check in the **Allow this application to access personal data such as Social Security Numbers and customer credit card information** box.
5. Click **Continue**.
6. In the Access Confirmation dialog box that appears, click **Done**.

The QuickBooks-to-Sage 50 Conversion wizard reappears. Read on…

Loading Data

The QuickBooks-to-Sage 50 Conversion wizard loads your QuickBooks company data (see Figure 2-7) by making a copy of it. This step can take quite a while, especially if you opt to convert transactions. But, this isn't the place where you can leave; you still have information to supply to the wizard.

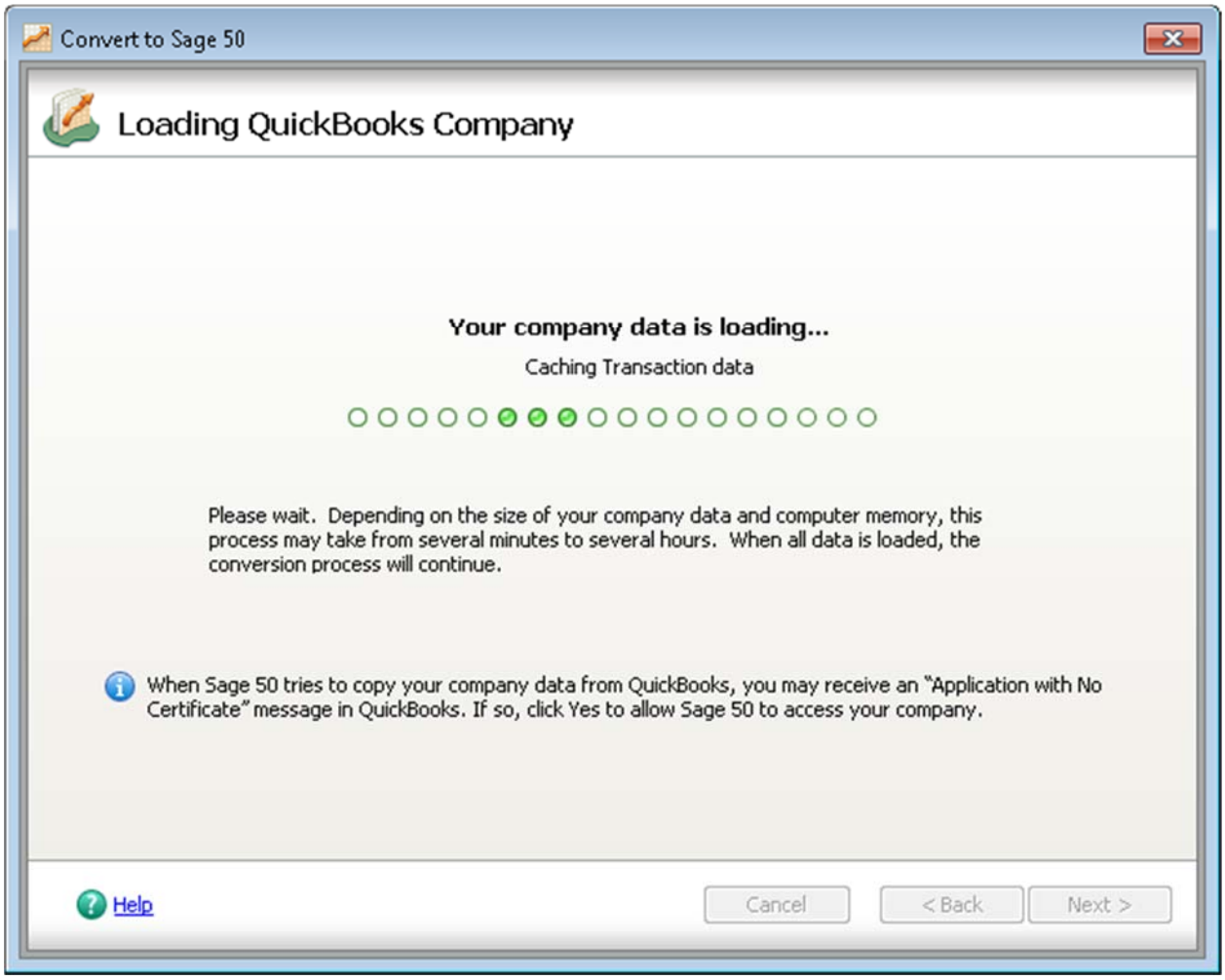


Figure 2-7: This window appears as the QuickBooks-to-Sage 50 Conversion wizard makes a copy of your QuickBooks company.

After the QuickBooks-to-Sage 50 Conversion wizard finishes making a copy of your QuickBooks company, click **Next**.

Reviewing Account Numbers

The QuickBooks-to-Sage 50 Conversion wizard displays the “Review Account Numbers” window shown in Figure 2-8, where you can compare the account numbers that Sage 50 will use for your accounts to the ones assigned in QuickBooks. As you read in Chapter 1 (page 1), Sage 50 requires that each account have a number and Sage 50 uses that number as the Account ID. If you assigned numbers in QuickBooks, as we suggested in Chapter 1 (page 1), you can simply click Next. If you didn’t assign account numbers in QuickBooks, you’ll need to assign them before you click **Next** by scrolling through the list and assigning numbers. Remember, you can make changes to the numbers you assign later, after the QuickBooks-to-Sage 50 Conversion wizard creates your Sage 50 company.

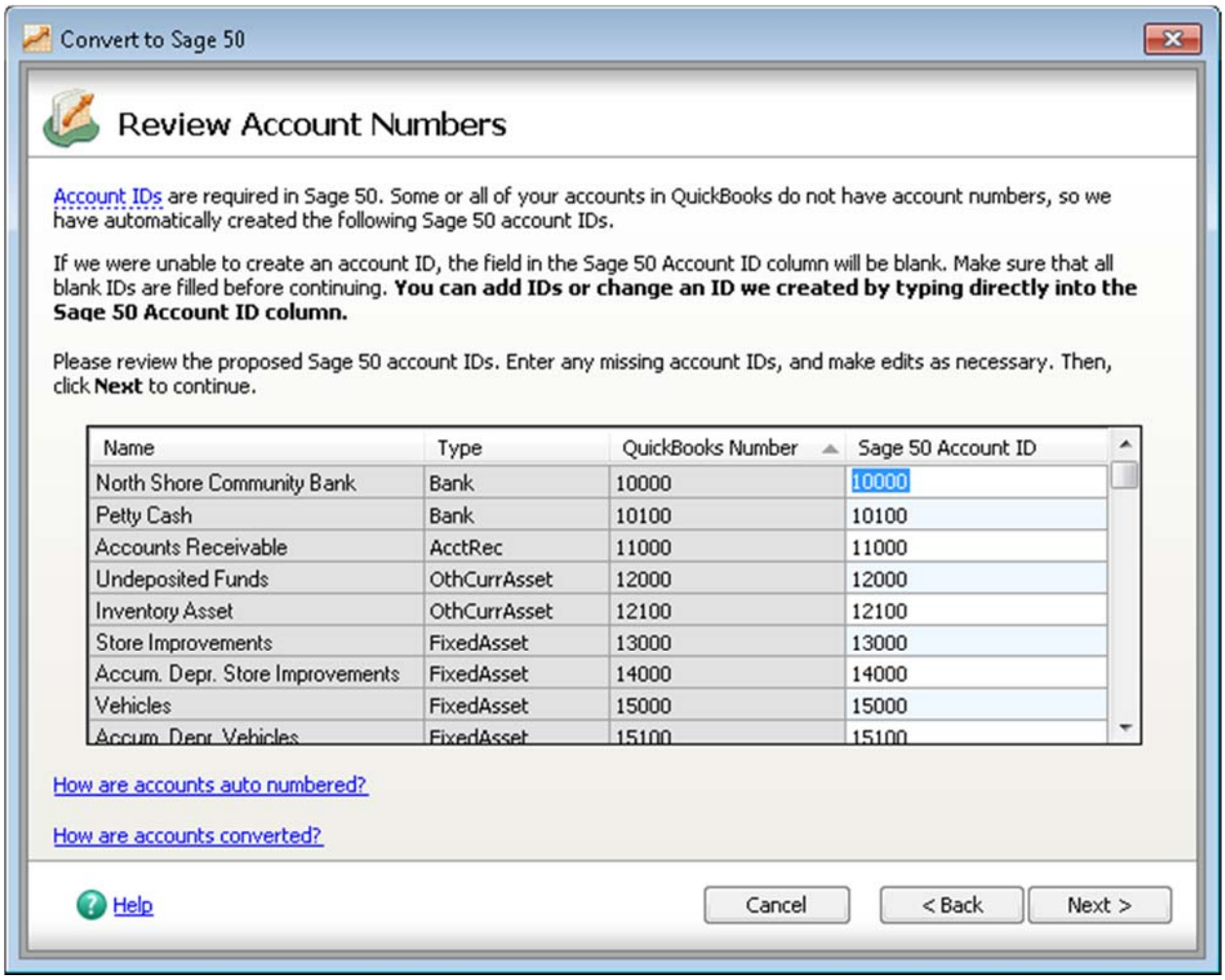


Figure 2-8: Use this window to assign numbers to accounts as necessary.

Setting Estimate End Dates

If you are converting transactions and have Estimates in your QuickBooks company, the QuickBooks-to-Sage 50 Conversion wizard displays one of two screens, depending on the edition of Sage 50 you chose earlier.

* If you are converting transactions to Sage 50 Premium Accounting or higher, the QuickBooks-to-Sage 50 Conversion wizard displays a window in which you can supply a proposal complete-by date.
* If you are converting transactions to Sage 50 Complete Accounting or lower, the QuickBooks-to-Sage 50 Conversion wizard displays a window in which you can supply a date through which quotes should be valid.

Although you see these screens, the QuickBooks-to-Sage 50 Conversion wizard does *not* actually convert any estimates found in your QuickBooks company to your new Sage 50 company—and therefore, there's no need to supply any information on these screens. You can just continue by clicking **Next**.

After conversion finishes, you can enter estimates in your new Sage 50 company after conversion. Follow these steps:

1. From the **Customers & Sales** navigation center, click the **Quotes & Proposals** button.
2. If you're using Sage 50 Premium or higher, click either **New Quote** or **New Proposal**. If you're using Sage 50 Complete or lower, click **New Quote**.
3. Fill in the window; see the following **Help** topics, for details:
    * Enter a Product Sales Quote
    * Enter a Service Sales Quote
    * Enter a Proposal

Selecting an Accounting Method

On the "Select an Accounting Method" window (see Figure 2-9), you select the accounting method you want to use for your converted company.

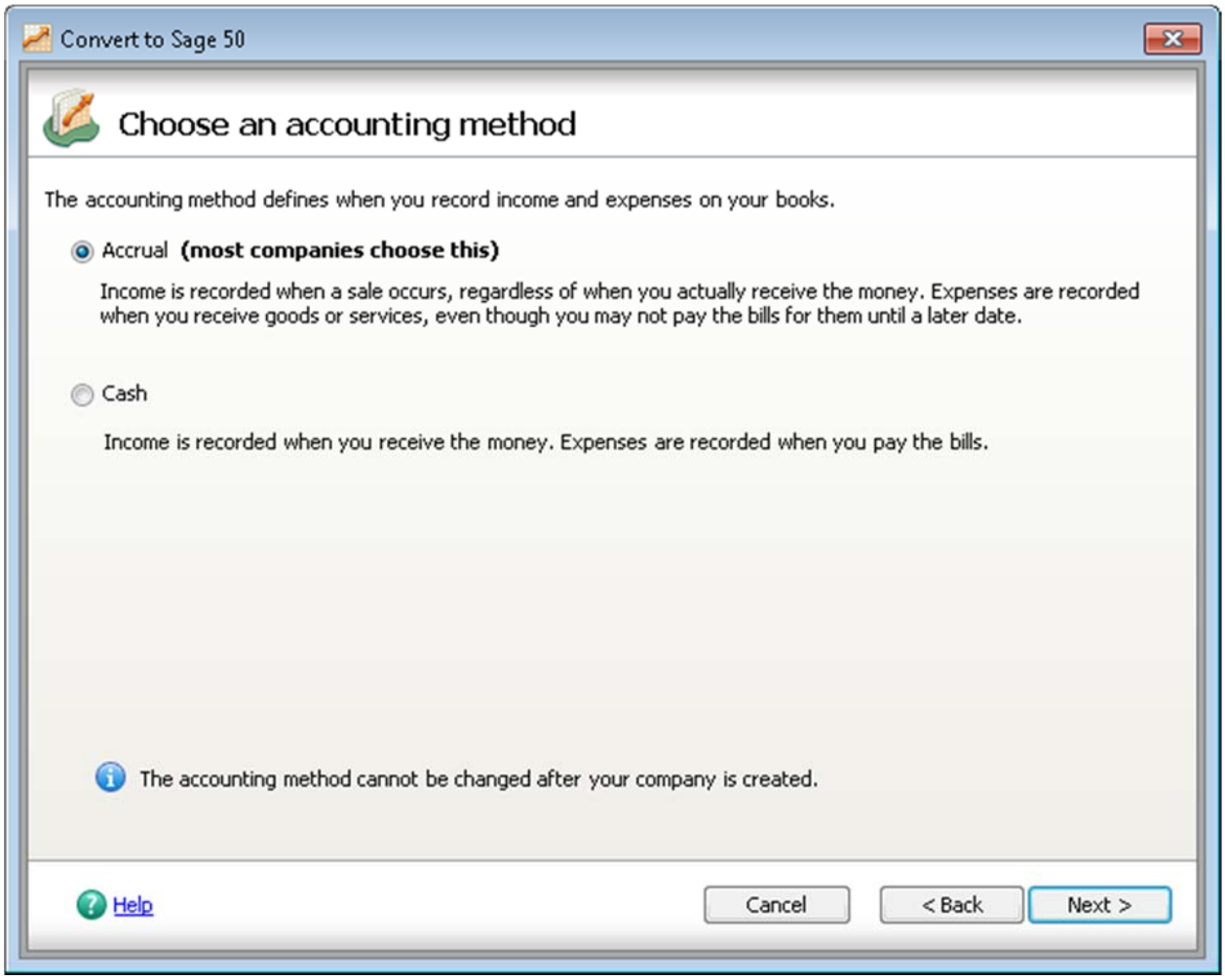


Figure 2-9: Choose the appropriate accounting method for your company.

You can choose one of the following; as we mentioned in Chapter 1 (page 1), be sure to check with your accountant before you make this choice:

* **Accrual**: The accrual method records all entries at the time business is transacted, whether or not cash has been transferred. In most cases, companies that carry inventory or resell goods must use this method of accounting.
* **Cash**: The cash method recognizes transactions at the point you actually exchange cash. While the cash method is used more commonly in service industries, some organizations may be restricted from using this method by the IRS.

Since you can't change the accounting method in your Sage 50 company, be sure your choice is the right one for your company. Check with your accountant to be sure that you choose the correct method.

When finished, select **Next** to continue the conversion process.

Selecting Accounting Periods

If you chose to convert transactions, the QuickBooks-to-Sage 50 Conversion wizard displays the window shown in Figure 2-10 and fixes your accounting period structure based on the structure in QuickBooks. The QuickBooks-to-Sage 50 Conversion wizard sets the number of fiscal periods you have in your fiscal year—12 periods that correspond to the months of the year—as well as the dates on which the periods begin and end using the information in your QuickBooks company to accommodate the existing period ending balances in QuickBooks.

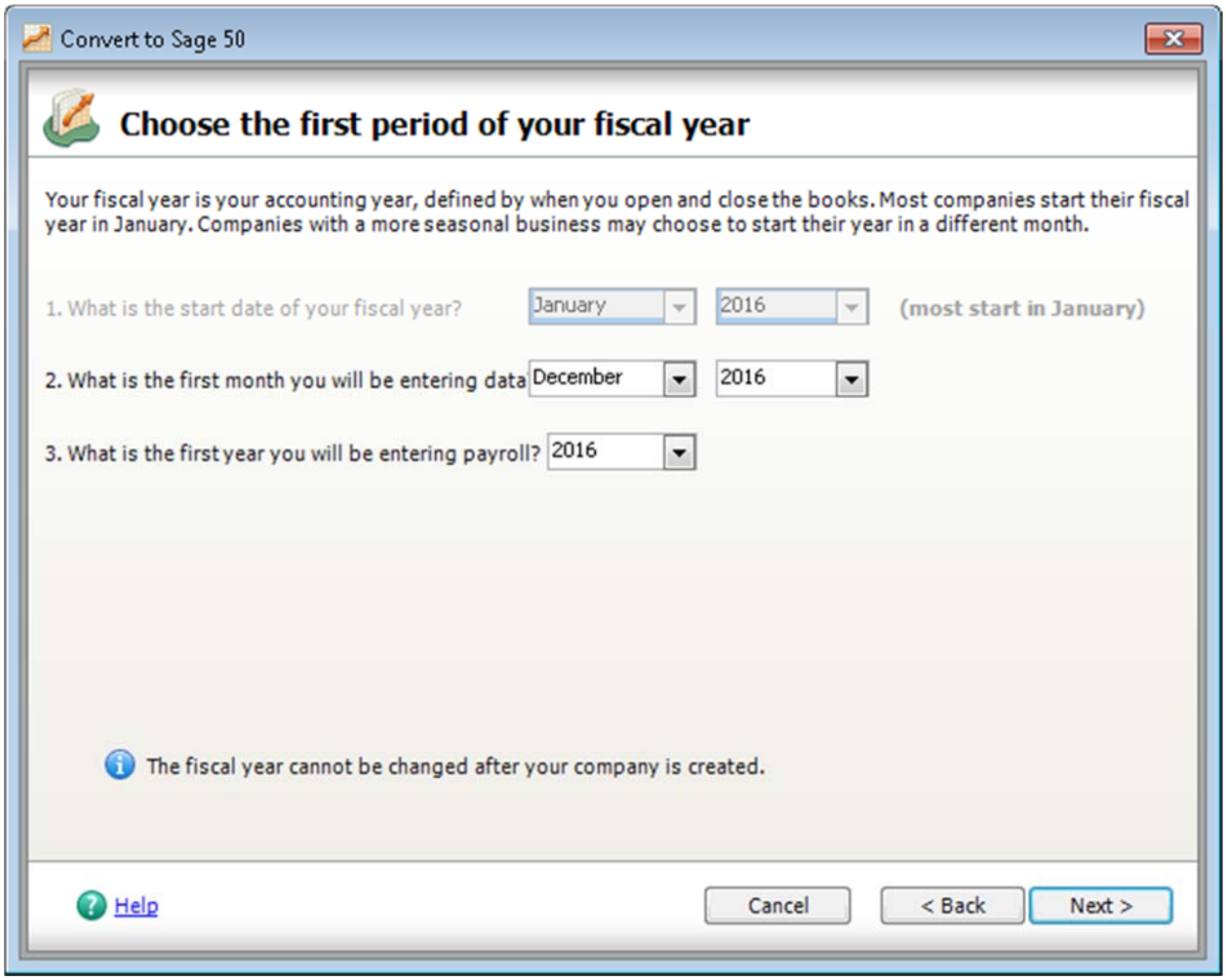


Figure 2-10: Selecting accounting periods when you convert transactions.



If you choose to convert lists only, you will have an opportunity to change or set up the accounting period structure. See the sidebar, "When Converting Lists Only…"

When selecting accounting period information, you cannot change the start date of your fiscal year, but you can change the first month in which you will be entering accounting information, and the first month in which you will be entering payroll information. Click **Next**.

When Converting Lists Only…

When you convert lists only from QuickBooks to Sage 50, you have some additional options you can set during conversion. In particular, you can:

* Establish accounting periods and
* Select an inventory costing method



Remember to consult your accountant before you make choices here; you can't change either of these options in your Sage 50 company after you create it.

Accounting Periods

If you choose to convert lists only, you have some options about the accounting periods you use in your new Sage 50 company. First, you can choose to use more or less than 12 accounting periods in your fiscal year. And second, unlike when you convert transactions, you can choose the start date of your fiscal year when you convert lists only, even if you use the standard 12 accounting periods in a year.

The QuickBooks-to-Sage 50 Conversion wizard displays the window shown in Figure 2-11. Using this window, you can choose to divide your fiscal year into twelve accounting periods that match the months of the year by selecting the first option. If you need to set up accounting periods that don't match the twelve calendar months, select the second option. The wizard will help you set up as many as thirteen custom accounting periods.

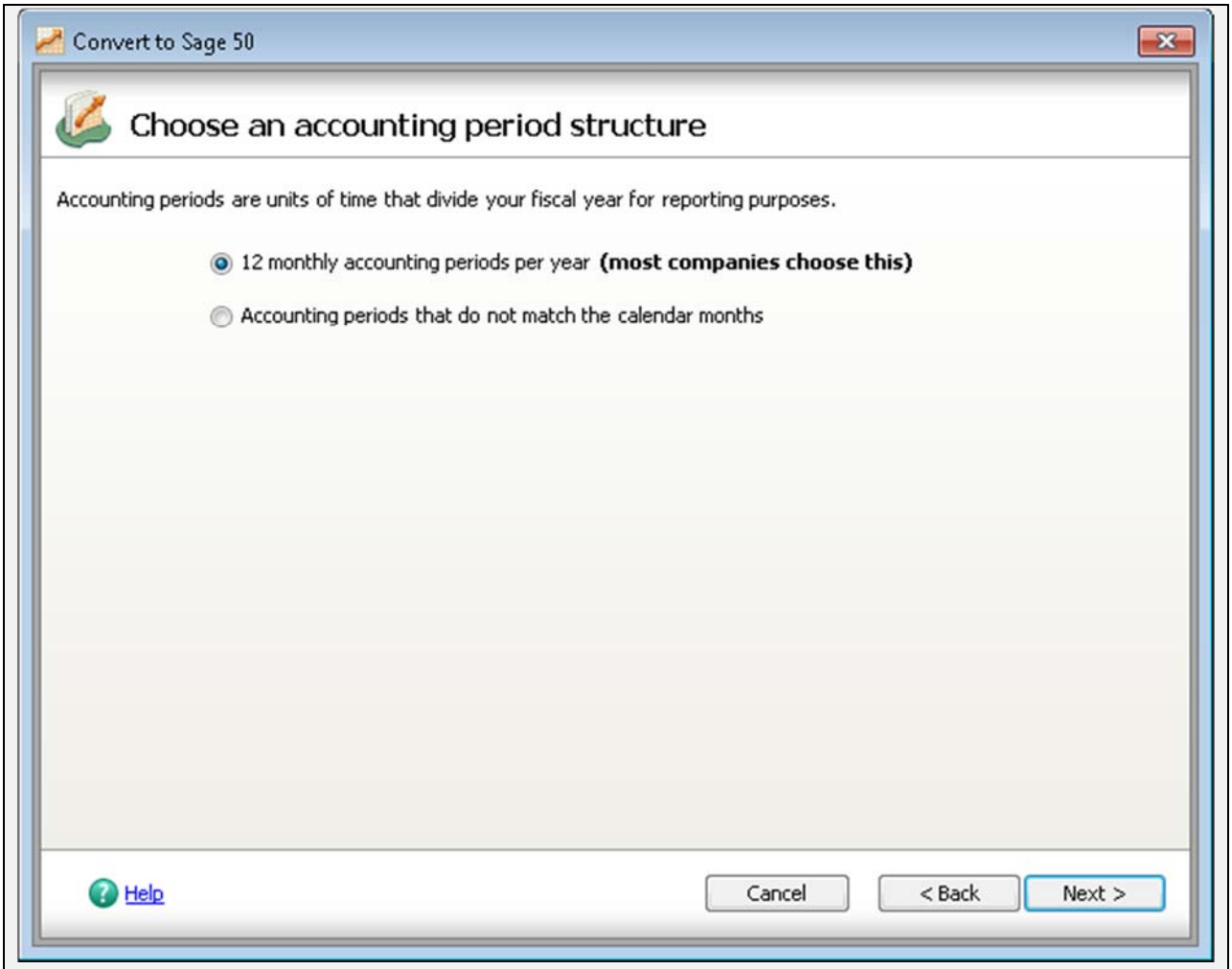


Figure 2-11: When you convert Lists only, you can choose the accounting periods you want to establish in your new Sage 50 company.

If you choose to use the standard 12 accounting periods in a year and click **Next**, the QuickBooks-to-Sage 50 Conversion wizard displays the window shown earlier in Figure 2-10, but converters of lists only will have the opportunity to change all three options in the window.

If you choose the second option and click **Next**, the QuickBooks-to-Sage 50 Conversion wizard displays the window shown in Figure 2-12, which you use to select the number of accounting periods you want in your fiscal year, as well as the start and end dates for each period.

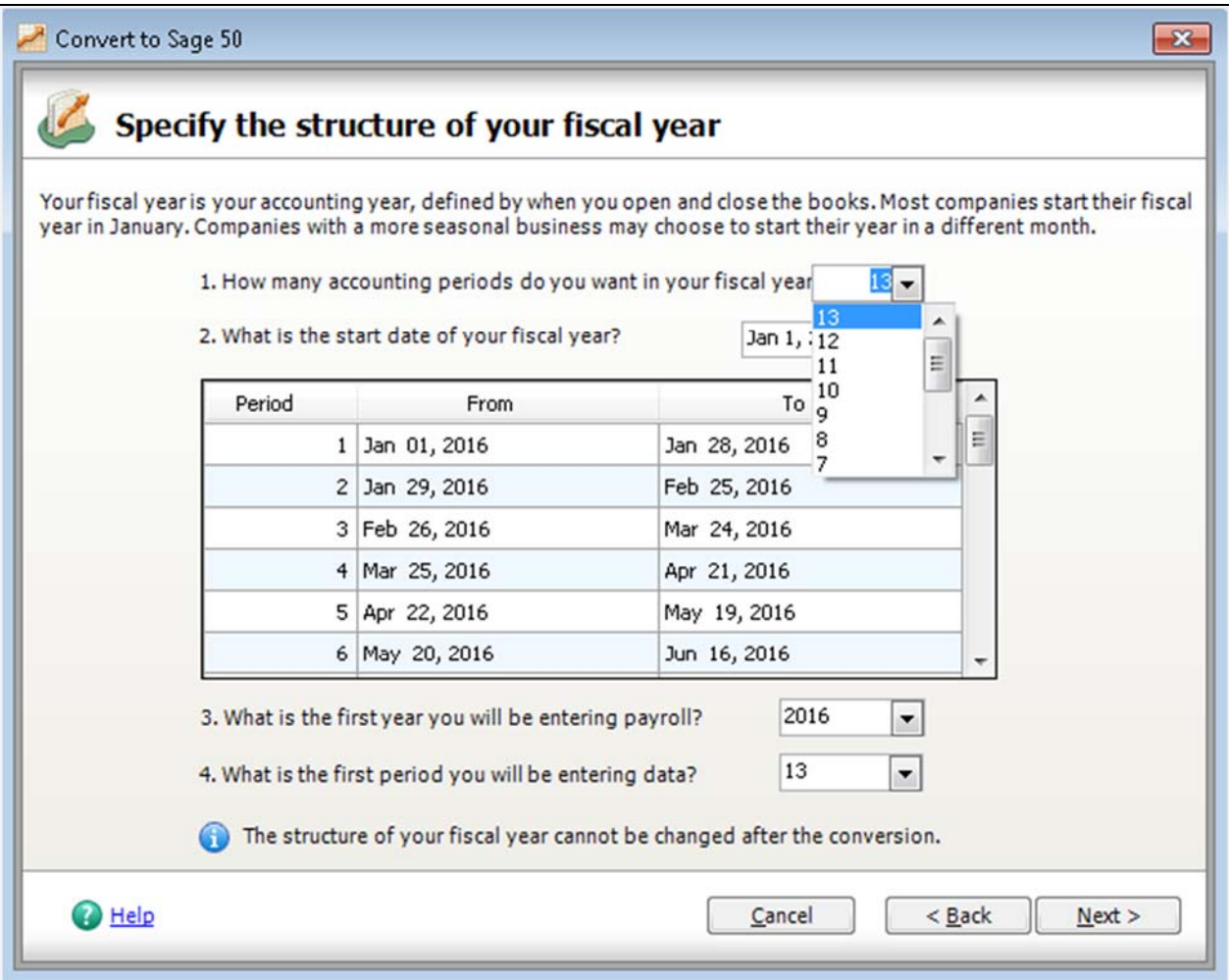


Figure 2-12: Use this screen to establish non-typical periods in a fiscal year.

When finished, select **Next** to continue with the conversion process.

Inventory Costing Methods

Except for QuickBooks Enterprise Solutions Advanced Inventory, which supports FIFO and average costing, most editions of QuickBooks support only the average costing one inventory costing method. Sage 50 supports three costing methods: average costing, LIFO last in, first out), and FIFO (first in, first out). If you opt to convert lists only, then, during the conversion process, you can choose to change inventory costing methods.



In general, most companies use only one costing method for all inventory items.

If you choose to convert transactions, the QuickBooks-to-Sage 50 Conversion wizard builds the resulting financial statements in Sage 50 using transaction totals. To ensure that your financial statements in Sage 50 match your financial statements in QuickBooks when you convert transactions, Sage 50 will automatically convert all QuickBooks inventory part items to Sage 50 stock items and assign them to the average costing method. You cannot change the costing method assigned to a stock item in Sage 50; instead, you must set up a new stock item in Sage 50 to change to a different costing method.

You can switch from average costing to either LIFO or FIFO if you choose to convert lists only instead of converting transactions. When you convert lists only, the QuickBooks-to-Sage 50 Conversion wizard builds financial statements from lists using static balances instead of transaction information.

During the conversion process, if you choose to convert lists only, you'll see Figure 2-13, which enables you to choose an inventory costing method. Remember to check with your accountant before you change from average costing to either the FIFO or LIFO methods.

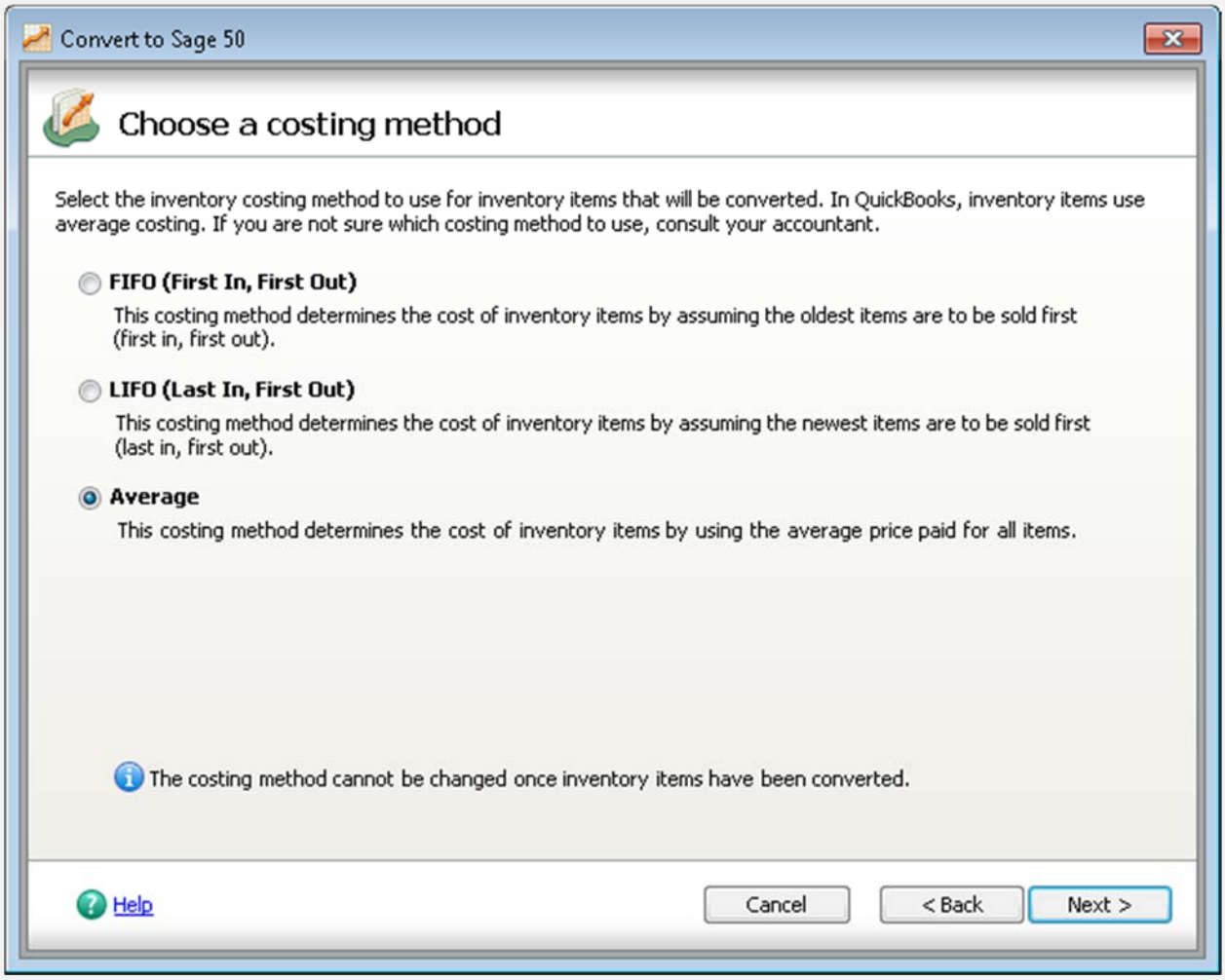


Figure 2-13: Select an inventory costing method.

When finished, select **Next** to continue with the conversion process.

Selecting Default Accounts

When you create a Sage 50 company, you are given the opportunity to select a sales (income) account that you can assign, by default, to all customers—both converted and future—and an expense account that you can assign, by default to all vendors. What's the advantage?

Let's talk about customers first. Since many customers share the same the same sales account—that is, you assign sales for many customers to one income account—setting

up a default account saves you time; if you want to assign the sales of a few customers to a different account, you can change just those few customers.

Typically, vendors work the same way—you need to assign bills (Sage 50 calls these *purchase invoices*) from many of them to the same expense account. And, you can change the default expense account for those few whose purchase invoices should be assigned to a different account.

During conversion, the QuickBooks-to-Sage 50 Conversion wizard prompts you to select a default sales and expense account (see Figure 2-14). The wizard takes a guess at the default accounts to use; open the list boxes to confirm the guess or select a different account. When you finish, click **Next**.

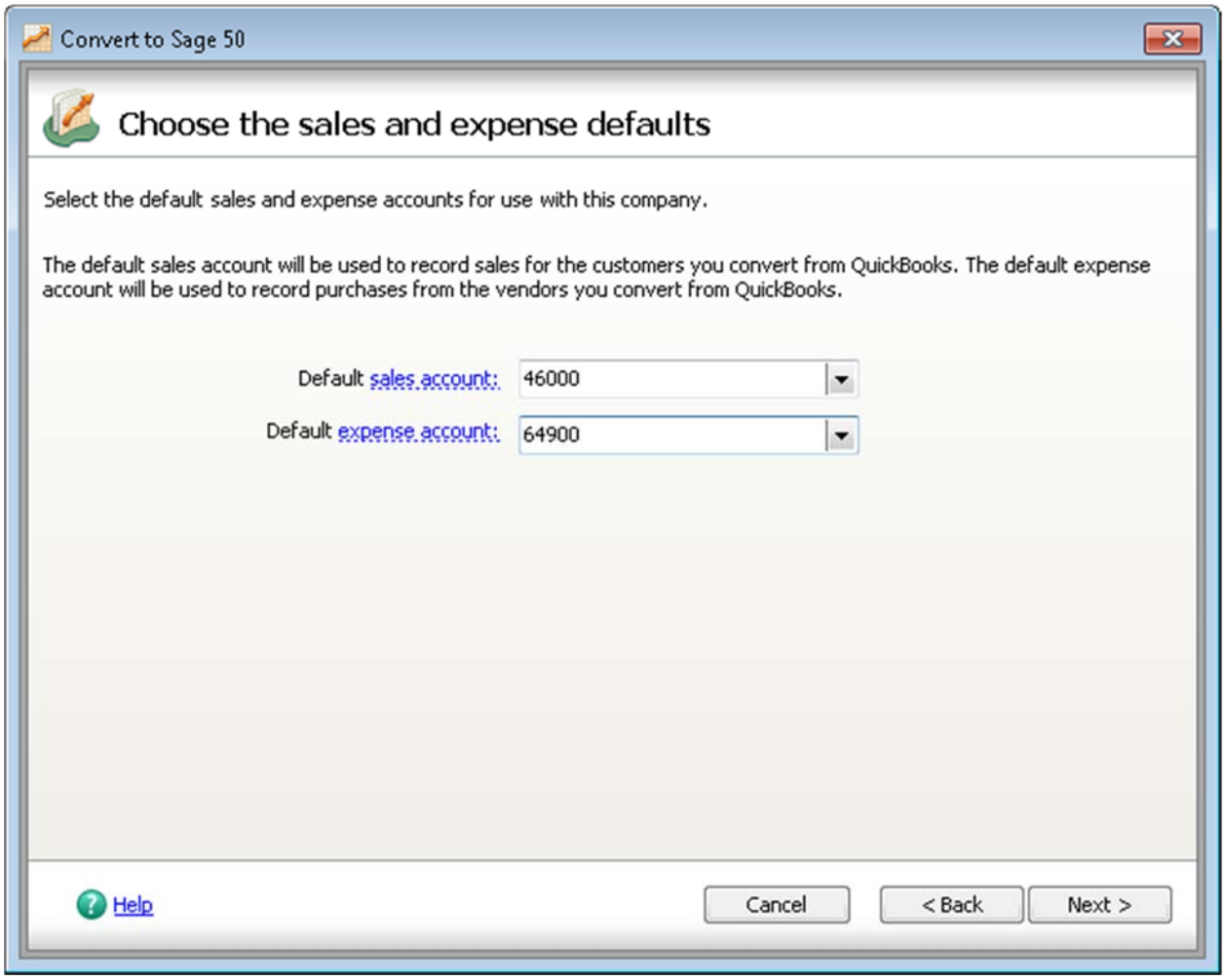


Figure 2-14: In this window, select the default sales and expense accounts you want to assign to converted and future customers and vendors.

Summarizing Conversion Options

You've now answered most of the questions the QuickBooks-to-Sage 50 Conversion wizard will ask, and all of the questions you need to answer before the wizard proceeds with conversion. In this window, shown in Figure 2-15, you can review the choices you made:

* The name of the company you will convert,
* The accounting method you chose—accrual or cash basis,
* The number of accounting periods in your fiscal year,
* The first accounting period into which you will enter data,
* The default expense account you want to establish,
* The default sales account you want to establish,
* The inventory costing method—FIFO, LIFO, or average cost—you chose, and
* Information about the lists that will convert.

In the lower right corner of the window, you see two options. You can:

* Start conversion or
* Review lists before starting conversion.

Why would you review lists before converting? Well, you can change the ID of any list element before you convert, but since you can also change them after you convert, we recommend that you skip this review and simply start the conversion process by selecting **Start the conversion** and clicking **Next**.

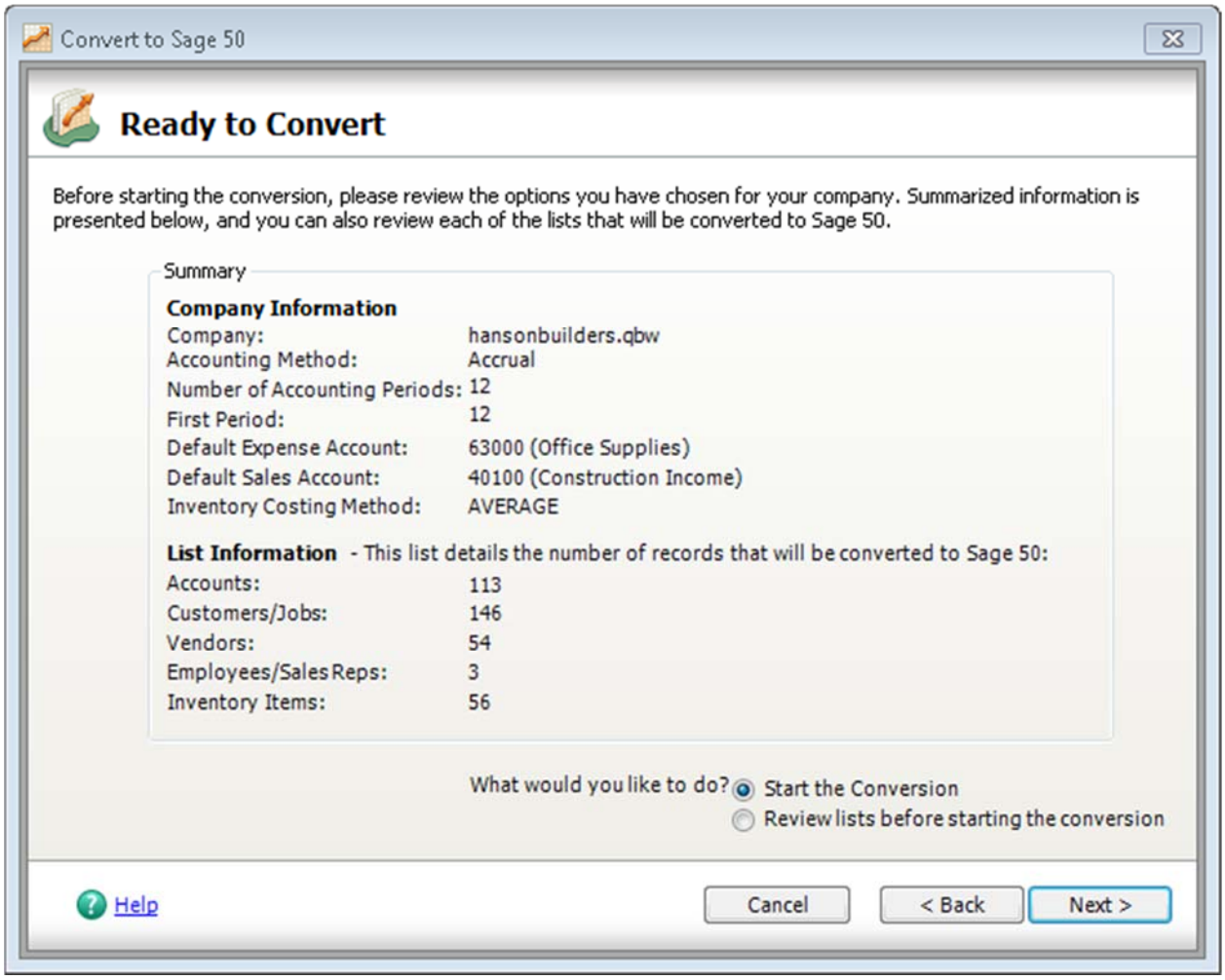


Figure 2-15: The Summary window display the choices you've made for conversion.



Sage 50 will convert your General Journal entries from QuickBooks. Almost all of the information from QuickBooks is converted, although the Memo will be truncated to the first 160 characters. For more information, see Appendix A (page 156). Note that the QuickBooks-to-Sage 50 Conversion wizard converts journal entries made directly to a customer or vendor as applied Credit Memos (customers) or applied Vendor Credit Memos (vendors), since Sage 50 does not permit you to assign journal entries to customers or vendors.

OK, Here We Go…Converting!

After reviewing the summary information, when you click **Next**, the QuickBooks-to-Sage 50 Conversion wizard begins the conversion process, and you'll see a window displaying progress like the one shown in Figure 2-16. You're now at the part where you don't need to sit in front of your computer and you can, if you want, safely leave. As you might guess, please don't turn off your computer.

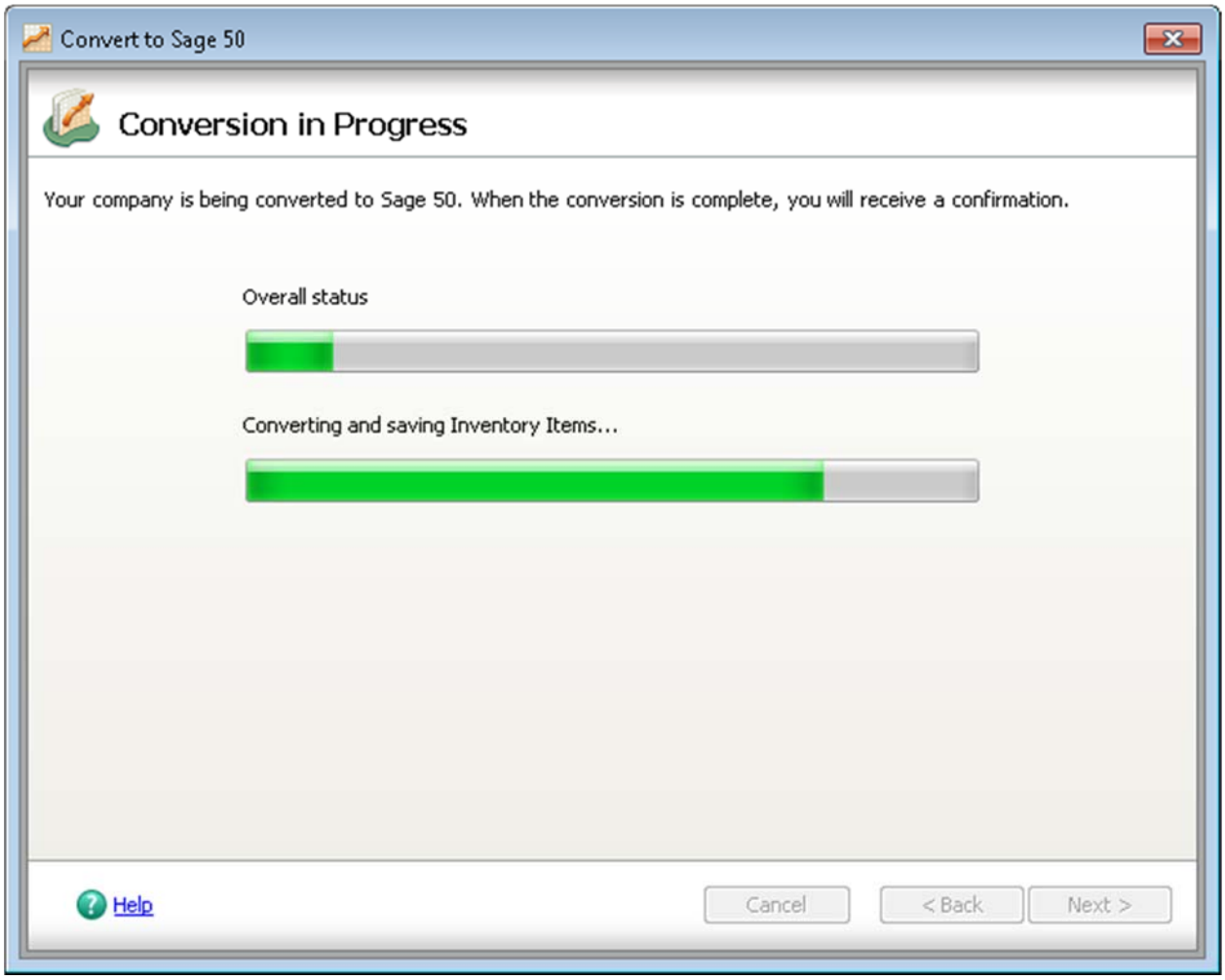


Figure 2-16: You can watch the progress of conversion…or you can go to lunch.

Should I Set Up Employees and Payroll Now or Later?

If you use the QuickBooks Payroll Service, the QuickBooks-to-Sage 50 Conversion wizard displays the window shown in Figure 2-17 after it finishes conversion. Although you can start the Sage 50 Payroll wizard at this point, we suggest that you wait, since there will be a number of tasks you need to do after conversion—including using the Sage 50 Payroll wizard—to confirm that the data in your new Sage 50 company is what you expect it to be. So, we suggest that you select **Skip this step and start using Sage 50** and click **Next**.

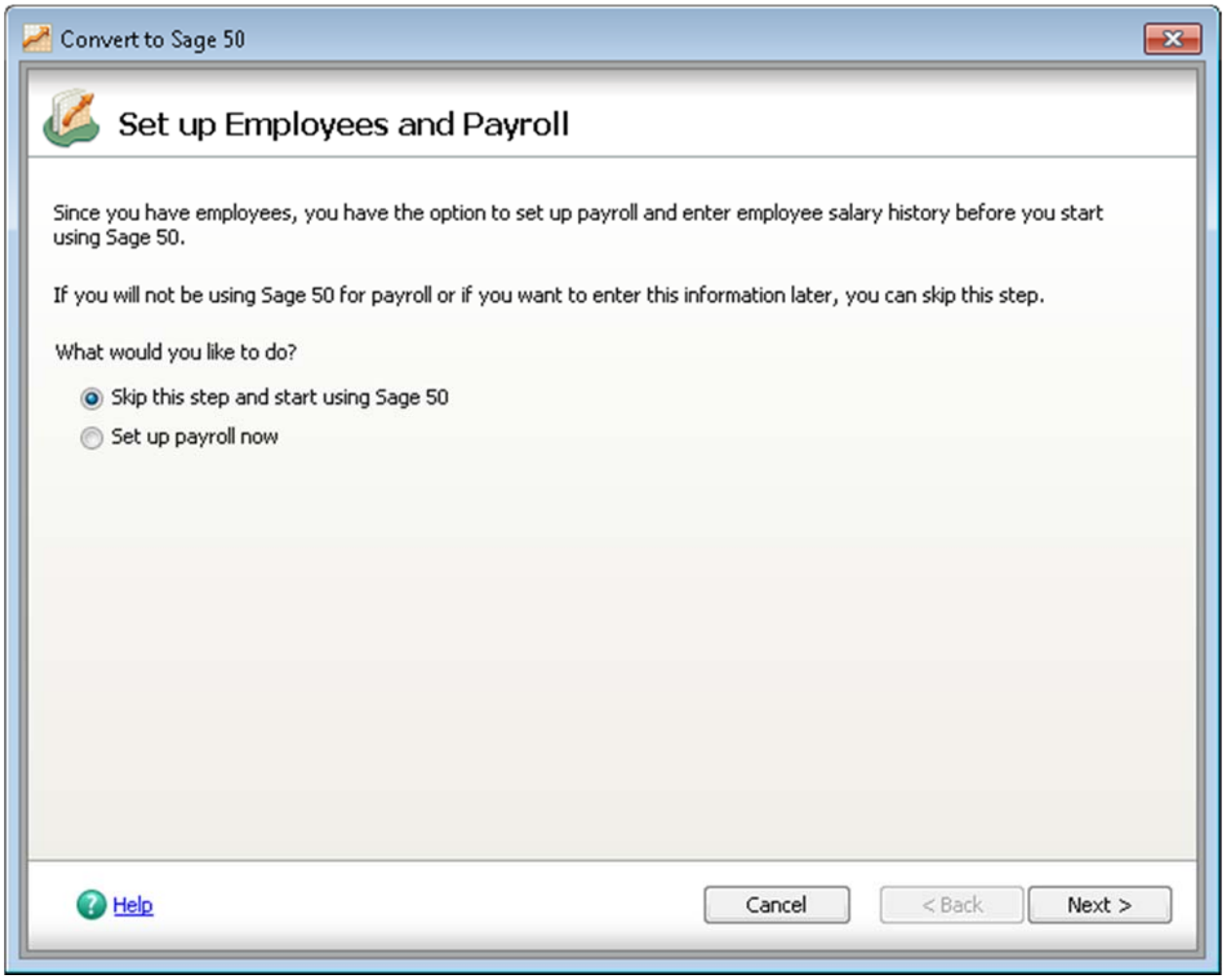


Figure 2-17: We suggest that you start using Sage 50 and postpone setting up Sage 50 Payroll.

After the Conversion

Once conversion completes, the QuickBooks-to-Sage 50 Conversion wizard displays two more windows before opening your new Sage 50 company; these two windows offer help on what you should do next. The first one, the "Conversion Complete" window shown in Figure 2-18, tells you that conversion is complete and gives you the opportunity to examine the conversion log. We'll examine the conversion log, along with the process of verifying conversion, in Chapter 3 (page 42). So, click **Next**.



Don't worry; you can view the log later and we'll tell you how in Chapter 3 (page 42).

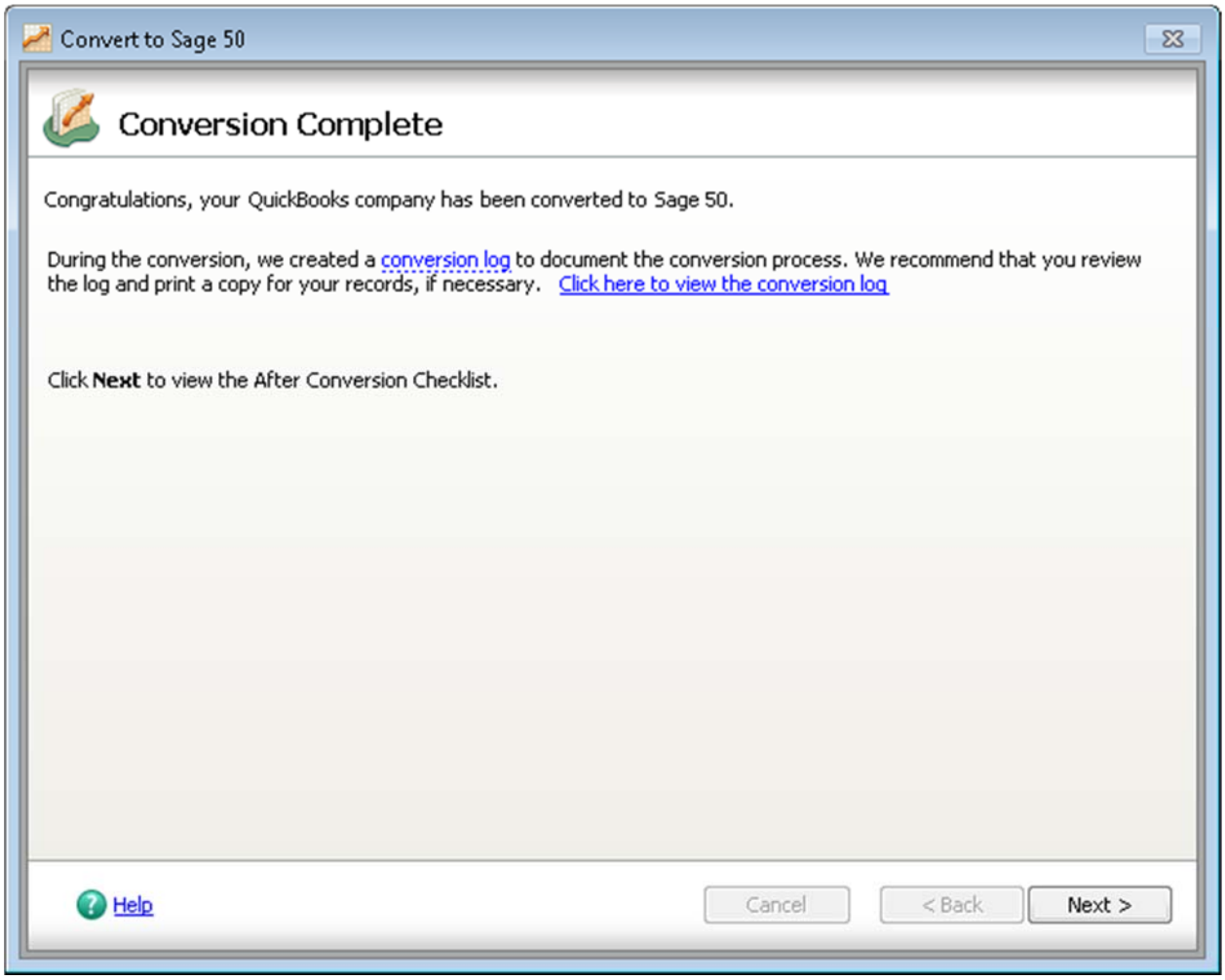


Figure 2-18: The Conversion Complete window.

The final window of the QuickBooks-to-Sage 50 Conversion wizard presents an after conversion check list, shown in Figure 2-19, that you can use to finish setting up your new Sage 50 company. The links in each item in this window display Sage 50 Help topics that provide information on how to complete the item described in the checklist. Chapter 3 also provides details for completing the setup of your new Sage 50 company, so, click **Finish**. Your new Sage 50 company will open, displaying the Setup Guide, which we'll also discuss in Chapter 3 (page 42).

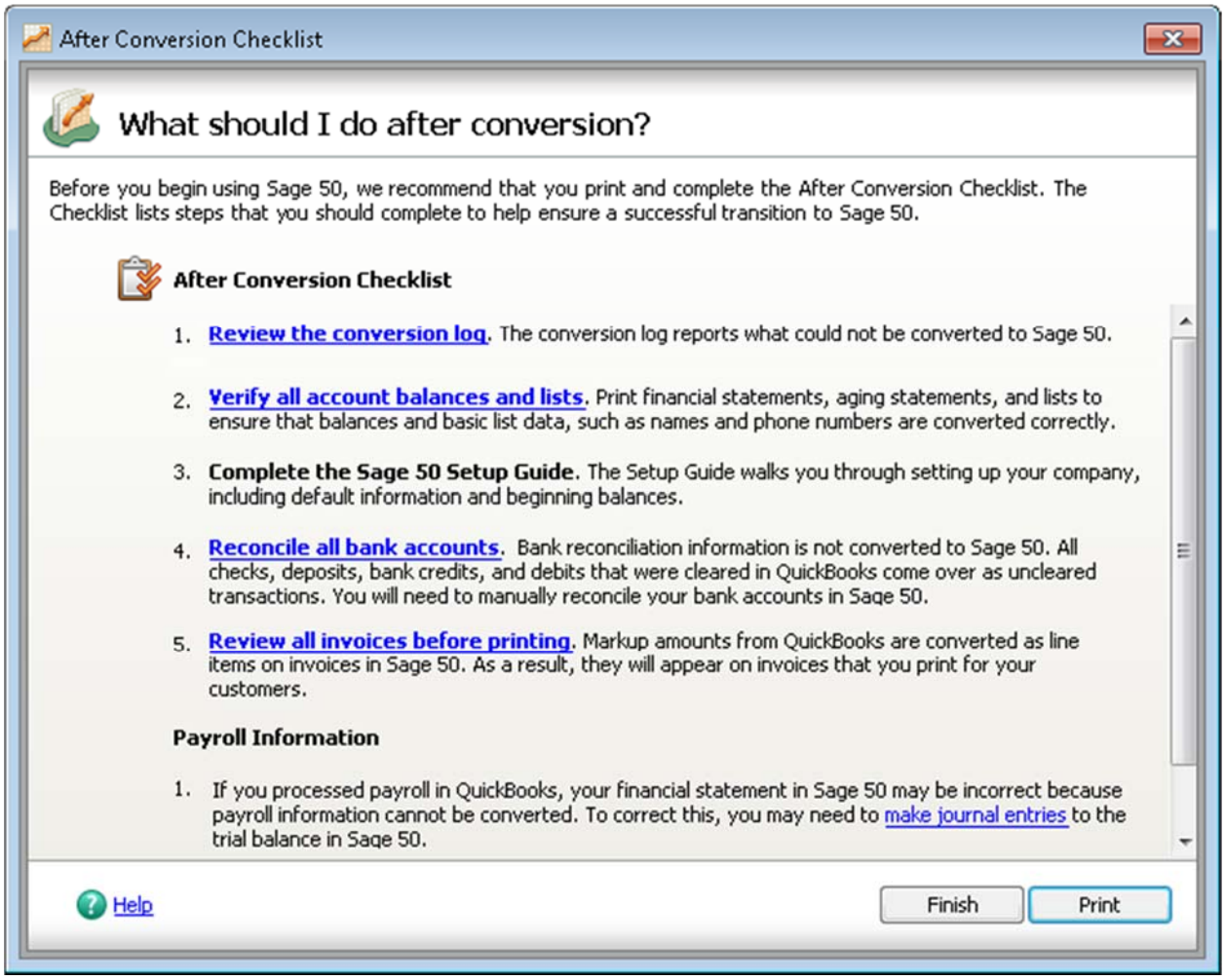


Figure 2-19: This checklist guides you through additional tasks you should complete before you start using your new Sage 50 company.



The information in the After Conversion Checklist window about Payroll setup appears only if the QuickBooks-to-Sage 50 Conversion wizard determined that you were using the QuickBooks Payroll Service. In addition, in Figure 2-19, you can't see the bottom portion of the window, which contains one additional item to complete: Review and verify employee federal allowances before running Payroll.

Chapter 3

When Conversion Finishes…

The QuickBooks-to-Sage 50 Conversion wizard does the bulk of the work by creating a Sage 50 company from your QuickBooks company data. But, there's still some work you need to do. In this chapter, we're going to walk you through comparing the information in your new Sage 50 company to the information in your QuickBooks company, and we're going to help you finish setting up your new Sage 50 company so that you can start using it.

In this chapter:

- Presenting…Your New Sage 50 Company…Ta Da!
- Reviewing the Conversion Log
- Ways to Verify Conversion
- Checking Company Information
- Working with the Setup Guide for Customers
- Using Sage 50 Windows to Verify Information
- Reconciling Bank Accounts
- The Finishing Touches…

Presenting…Your New Sage 50 Company…Ta Da!

When you click Finish in the QuickBooks-to-Sage 50 Conversion wizard, the wizard closes and opens your new Sage 50 company. The Sage 50 Setup Guide window also appears (see Figure 3-1). The links in the Setup Guide window launch wizards that walk you through setting up each area. You can click the links in any order, and, if you change your mind about using a wizard, just click the **Close** button in the upper right corner of that wizard, and Sage 50 will redisplay the Setup Guide window.

If you don't want to see the Sage 50 Setup Guide window each time you open your company, click the check box in the lower left corner of the window.



*You can always redisplay the Setup Guide whenever you need it by clicking the **File** menu or the **Help** menu and choosing **Setup Guide**.*

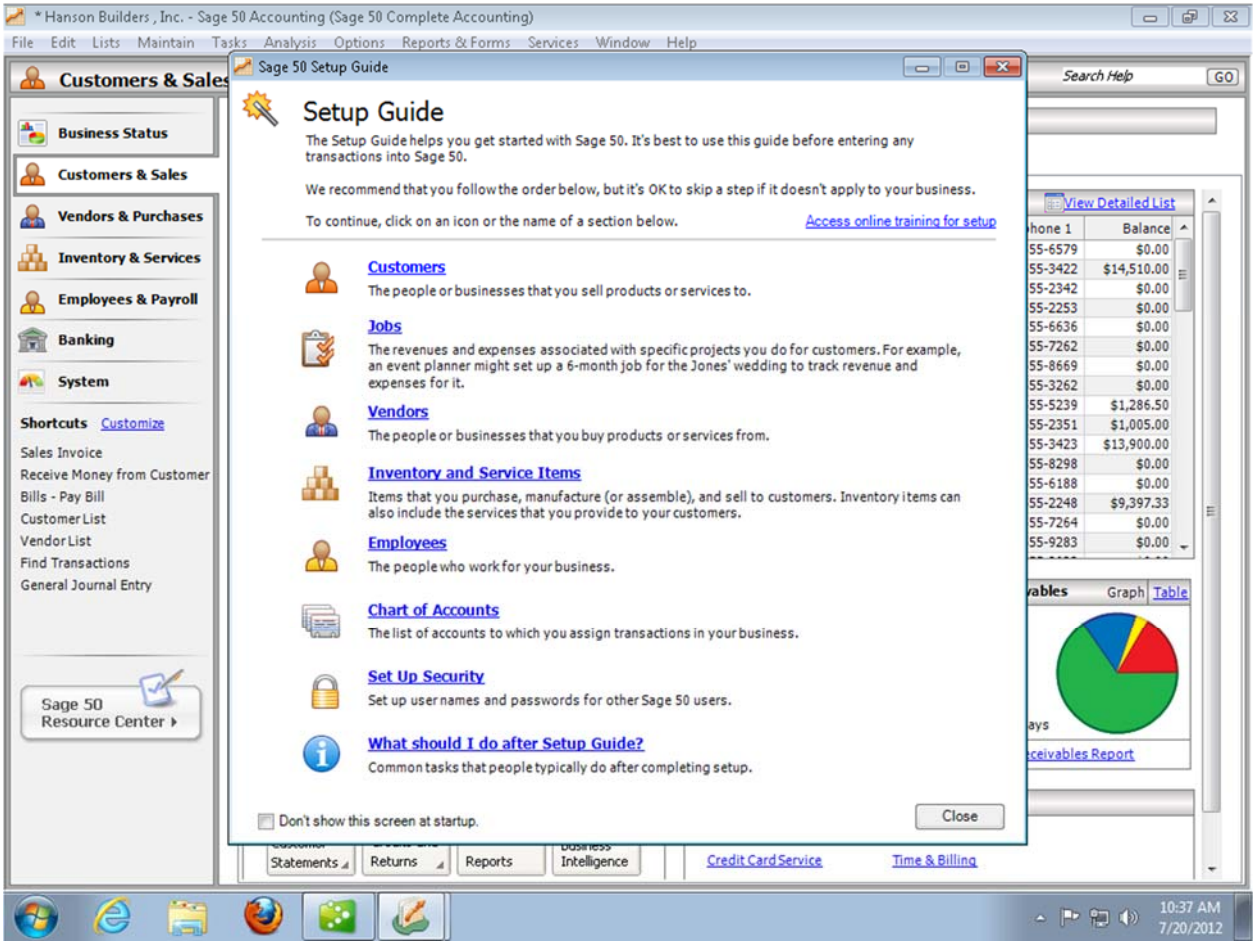


Figure 3-1: The first time your new Sage 50 company opens, the Setup Guide appears.

For the time being, close the Setup Guide and let's review the conversion log that the QuickBooks-to-Sage 50 Conversion wizard created for you.

The Sage 50 Setup Guide appears immediately after you finish converting your company and each subsequent time you open Sage 50 unless you put a check in the "Don't show this screen at startup" box in the lower left corner of the Setup Guide window.

It's completely safe to check this box, because you can reopen the Setup Guide window whenever you want:

1. Click either the **Help** menu or the **File** menu.
2. Click **Setup Guide**, and Sage 50 redisplays the window.

When you check the **Don't show this screen at startup** box and then click **Close** in the Setup Guide window, a small message box appears, giving you the steps we just gave you. So, now you've got them written down, too.

Reviewing the Conversion Log

Before we dive into comparing data in your Sage 50 and QuickBooks companies, let's take a brief look at the conversion log that the QuickBooks-to-Sage 50 Conversion wizard created during the conversion process. You can open the conversion log from the Conversion Complete window of the QuickBooks-to-Sage 50 Conversion wizard, or, you can use the Windows Search feature to display it at any time by following these steps:

1. Click the Windows Start button.
2. In the box that appears above the Start button, type *IntuitConversion* (see Figure 3-2).
3. From the list that appears, click **IntuitConversion.log**.

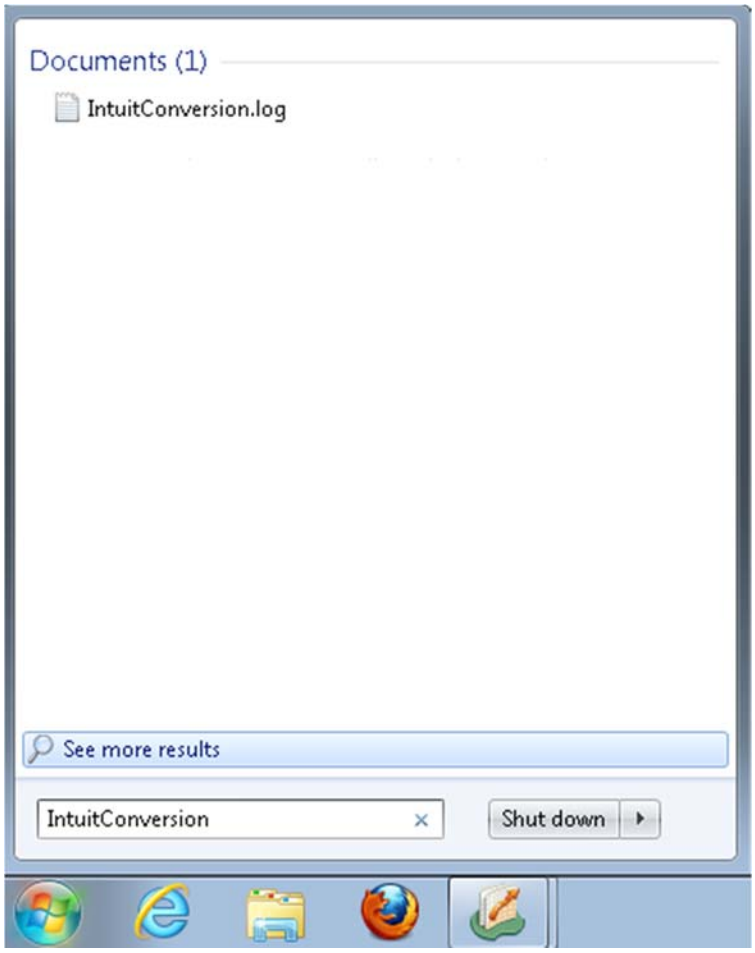


Figure 3-2: Type IntuitConversion in the Windows Search box.

Windows opens the conversion log using a built-in text editor called Notepad. You'll be able to read the conversion log best if you maximize the Notepad window so that it fills your screen. Press and hold the Windows key on your keyboard (the one between the left Ctrl and the left Alt keys) and press the Up arrow on the right side of the keyboard.

You can use the log to help you understand what converted and what didn't convert—and why. The conversion log can help you track down potential issues and resolve them. Figure 3-3 shows you what you can expect to see in a typical conversion log.

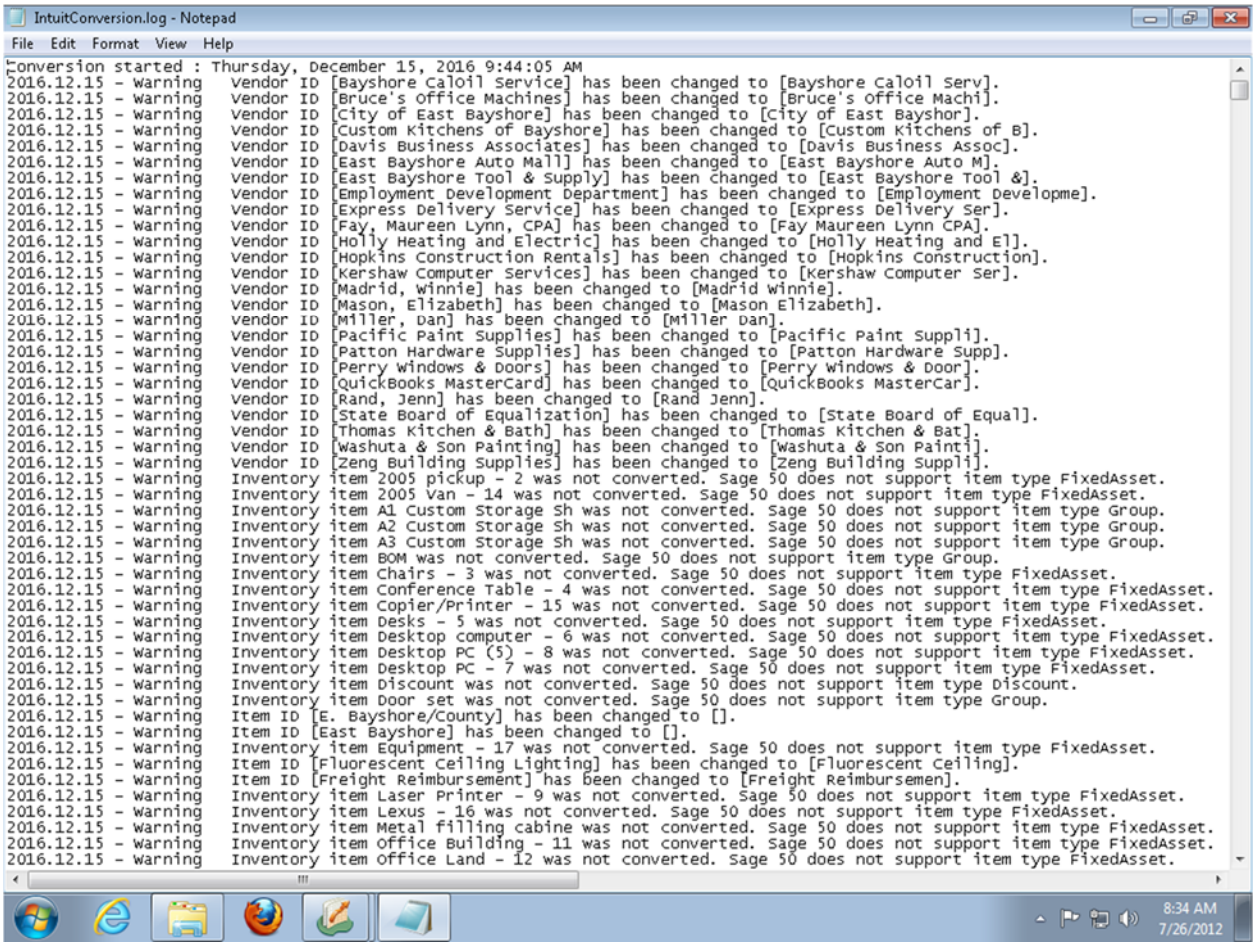


Figure 3-3: A typical conversion log.

Don't be overwhelmed by what you see here; you can assume that most of the log entries contain high-level information. For example, the first entry in Figure 3-2 lets you know that the QuickBooks-to-Sage 50 Conversion wizard shortened a Sage 50 Vendor ID from the original QuickBooks ID. Further down the list, warnings appear for inventory items that didn't convert because Sage 50 doesn't support the inventory item types of "fixed asset" or "Group".

You might also see errors reported in the conversion log. For example, if your QuickBooks company contained assign journal entries assigned to customers or vendors, the QuickBooks-to-Sage 50 Conversion wizard reports an error because Sage 50 doesn't allow you to assign journal entries to customers or vendors. Instead, in Sage 50, you create credit memos—and so the QuickBooks-to-Sage 50 Conversion wizard converts these QuickBooks journal entries to credit memos and applies them to the appropriate customer or vendor.

And, you might see errors for transactions that fall outside the open date range in your new Sage 50 company. The QuickBooks-to-Sage 50 Conversion wizard will account for these entries when calculating beginning balances.

You can print the conversion log (it might take lots of paper); click the **File** menu and click **Print**. When you finish reviewing the conversion log, click the **Close** button (X) in the upper right corner of the conversion log window.

Ways to Verify Conversion

To verify the conversion, do the following:

1. **Review** list information, account balance information, and beginning balance information for customers and vendors.
2. **Review** other stuff, like company defaults and sales taxes.
3. ***Do*** some stuff; for example, you'll need to reconcile your bank accounts to get correct bank account balances, and, if you're going to use the Sage 50 Payroll Service, you'll need to set up payroll.

Let's focus first on verifying information. You can verify information using the Sage 50 Setup Guide or using Sage 50 windows. In this section, we'll take a look at each method.

Setting the Period

Before you print reports in Sage 50, double-check the period you're viewing; You should be viewing the current period. Although you can select any period for a report, Sage 50 defaults to printing information for the currently selected period. The currently selected period appears on the main screen in your Sage 50 company, just below the menus, as a button that you can click to change the period. In Figure 3-4, we've drawn a red box around the button.

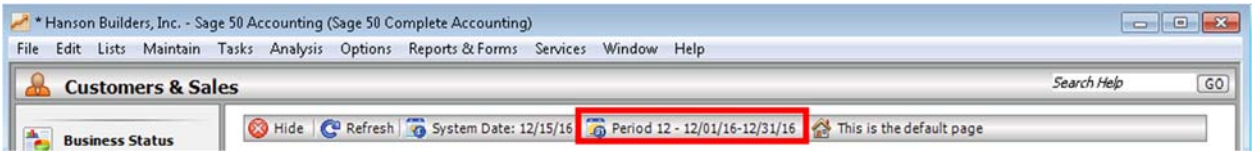


Figure 3-4: Click the button highlighted in red if you need to change the accounting period.

Printing List Reports in QuickBooks

To verify list and balance information, you'll need reports from QuickBooks that you can use to compare the information in your QuickBooks company with the information in your new Sage 50 company.

To verify list information, we suggest that you print the following QuickBooks reports; in some cases, we've suggested that you customize these reports in QuickBooks by adding fields to them. The fields we suggest are, by no means, all-inclusive. You need to determine the information to include on the reports based on the information you stored in your QuickBooks company:

* **Contact list reports**. We suggest that you customize them to include fields that you might have used in QuickBooks. Printing these reports allow you to quickly compare the data from QuickBooks to the new Sage 50 company.
    * For customers, you might include, for example, Sales Tax Code, Tax Item, Resale Number, and Account Number.
    * For vendors, you might include, for example, Terms, Credit Limit, Tax ID, and Eligible for 1099 for vendors.
    * For employees, you might include Salary, Pay Schedule, Pay Period, earnings information, filing status and allowances, just to name a few.
* For employees, print the **Payroll Item Listing**, available from the Payroll Item List window.
* For inventory items in your QuickBooks company, print the **Inventory Item Listing** (available from the Item List window) and the Inventory Stock Status by Item report (available from the Reports menu).
* For price levels, open the Price Level list, click the Price Level button, and choose Print List.



The QuickBooks-to-Sage 50 Conversion wizard doesn't convert fixed assets from QuickBooks to Sage 50, but you can print the QuickBooks Fixed Asset Listing available from the Fixed Asset Item List window and use it to set up fixed assets in Sage 50.

Printing List Reports in Sage 50

You can print the Sage 50 Customer, Vendor, Employee and Item lists to compare to the corresponding QuickBooks list. Comparing these reports will give you a starting place to look for changes you need to make in your new Sage 50 company. Follow these steps:

1. Click the **Reports & Forms** menu. Sage 50 organizes report by functional area.
2. Click the area corresponding to the list you want to print:
    a. For customers, click **Accounts Receivable**.
    b. For vendors, click **Accounts Payable**.
    c. For employees, click **Payroll**.
    d. For items, click **Inventory**.
3. Double-click the appropriate report: **Customer List**, **Vendor List**, **Employee List** or **Item List**. The report appears on-screen. To print a paper copy, click the Print button on the toolbar at the top of the window.

In Sage 50, you might also want to print the Sales Tax Codes report, found in the Accounts Receivable report area. And, although Sage 50 supports price levels, there is no separate report in Sage 50 for price levels. In Sage 50, price levels are established as part of an inventory item, so, when you review the inventory items, you can examine their price levels.

Printing Reports to Verify Balances

To verify account and beginning balance information, you'll need to print the QuickBooks reports shown in Table 2-1, along with their Sage 50 equivalent.

Table 2-1: Balance-Related QuickBooks Reports to Compare to Sage 50 Reports

QuickBooks Report Name	QuickBooks menu	Sage 50 Report Name	Sage 50 menu
Profit & Loss Standard	Reports, Company & Financial	<Standard> Income Statement	Reports & Forms, Financial Statements
Balance Sheet Standard	Reports, Company & Financial	<Standard> Balance Sheet	Reports & Forms, Financial Statements
Trial Balance	Reports, Accountant & Taxes	General Ledger Trial Balance	Reports & Forms, General Ledger
Account Listing	Reports, Lists	Chart of Accounts	Reports & Forms, General Ledger
Item Listing	Reports, Lists	Inventory List (for Item Description, Class and quantity on hand) and Inventory Valuation (for quantity on hand and item value)	Reports & Forms, Inventory
A/R Aging Summary	Reports, Customers & Receivables	Aged Receivables	Reports & Forms, Accounts Receivable
Customer Open Invoices	Reports, Customers & Receivables	Customer Ledgers	Reports & Forms, Accounts Receivable
A/P Aging Summary	Reports, Vendors & Payables	Aged Payables	Reports & Forms, Accounts Payable
Vendor Unpaid Bills	Reports, Vendors & Payables	Vendor Ledgers	Reports & Forms, Accounts Payable
Job Profitability Summary	Reports, Jobs, Time & Mileage	Job Profitability Report	Reports & Forms, Job Reports
Employee Earnings Summary	Reports, Employees & Payroll	Earnings (This report is available in Current, Quarterly, and Yearly versions)	Reports & Forms, Payroll

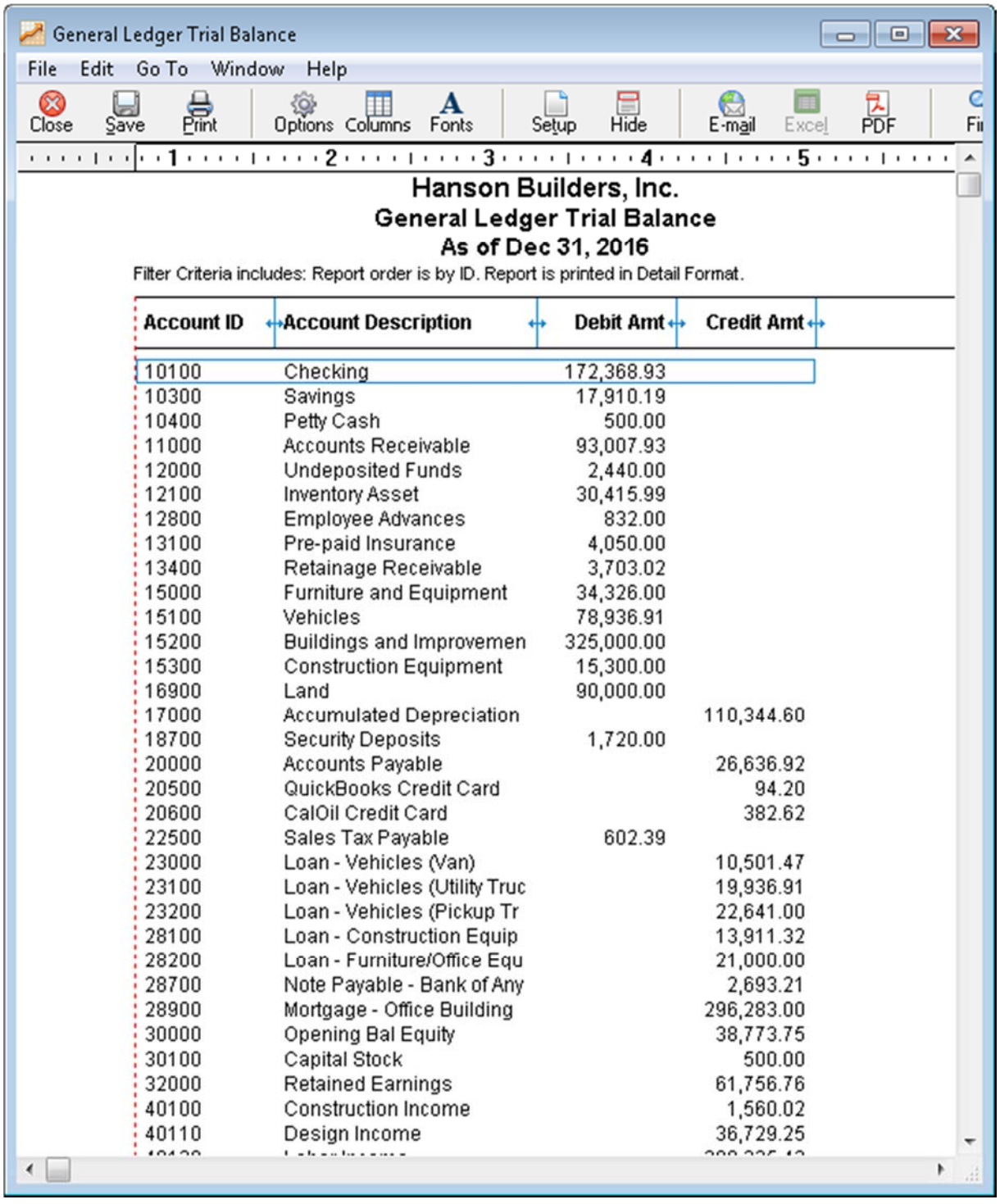


The QuickBooks-to-Sage 50 Conversion wizard brings over transactions that affect cash accounts as unreconciled. To reconcile these accounts, we'll show you how to customize two QuickBooks reports at the end of this chapter, in the section, "Reconciling Bank Accounts".

Reviewing the Trial Balance

The Trial Balance report lists all accounts balances in your general ledger; in Figure 3-5, you see the Sage 50 Trial Balance report. Essentially, this report is a combination of the Balance Sheet report and the Income Statement report. By comparing the QuickBooks Trial Balance and the Sage 50 Trial Balance, you can begin to get an idea of the areas you need to review and correct.

While most of the account balances on the two reports will match, there are some that probably won't match, for various reasons due to the way the QuickBooks-to-Sage 50 Conversion wizard functions. And, of course, those **account balances that don't match** are the ones you need to target during your verification process.



Account ID	Account Description	Debit Amt	Credit Amt
10100	Checking	172,368.93	
10300	Savings	17,910.19	
10400	Petty Cash	500.00	
11000	Accounts Receivable	93,007.93	
12000	Undeposited Funds	2,440.00	
12100	Inventory Asset	30,415.99	
12800	Employee Advances	832.00	
13100	Pre-paid Insurance	4,050.00	
13400	Retainage Receivable	3,703.02	
15000	Furniture and Equipment	34,326.00	
15100	Vehicles	78,936.91	
15200	Buildings and Improvemen	325,000.00	
15300	Construction Equipment	15,300.00	
16900	Land	90,000.00	
17000	Accumulated Depreciation		110,344.60
18700	Security Deposits	1,720.00	
20000	Accounts Payable		26,636.92
20500	QuickBooks Credit Card		94.20
20600	CalOil Credit Card		382.62
22500	Sales Tax Payable	602.39	
23000	Loan - Vehicles (Van)		10,501.47
23100	Loan - Vehicles (Utility Truc		19,936.91
23200	Loan - Vehicles (Pickup Tr		22,641.00
28100	Loan - Construction Equip		13,911.32
28200	Loan - Furniture/Office Equ		21,000.00
28700	Note Payable - Bank of Any		2,693.21
28900	Mortgage - Office Building		296,283.00
30000	Opening Bal Equity		38,773.75
30100	Capital Stock		500.00
32000	Retained Earnings		61,756.76
40100	Construction Income		1,560.02
40110	Design Income		36,729.25

Figure 3-5: The Trial Balance report lists the balance in each general ledger account.

Table 2-2 identifies accounts whose balances probably won't match when you compare your QuickBooks Trial Balance report to your Sage 50 Trial Balance report due to the way the QuickBooks-to-Sage 50 Conversion wizard works.

Table 2-2. Account Balances that won't match

Account	Reason
Cash (bank accounts)	The QuickBooks-to-Sage 50 Conversion wizard brings over bank balances without bringing over reconciliation information. Until you reconcile your bank accounts in Sage 50, their balances won't match those in QuickBooks.
Accounts Receivable	This balance is the sum of money that customers owe you; if you converted lists only, none of the detail of your customer invoices is yet in your Sage 50 company. If you converted transactions, it is still possible that the QuickBooks-to-Sage 50 Conversion wizard did not accurately convert a given customer's balance.
Accounts Payable	This balance is the sum of money that you owe to vendors. If you converted lists only, none of the detail of your vendor invoices is yet in your Sage 50 company. If you converted transactions, it is still possible that the QuickBooks-to-Sage 50 Conversion wizard did not accurately convert a given customer's balance.
Payroll accounts	These accounts won't appear in you Sage 50 Trial Balance because the QuickBooks-to-Sage 50 Conversion wizard doesn't convert payroll accounts.
Various income and expense accounts (and possibly some asset, liability, and equity accounts).	If you used subaccounts in QuickBooks, the QuickBooks-to-Sage 50 Conversion wizard made these regular accounts in your Sage 50 company. Therefore, an account balance that summed several subaccounts in QuickBooks will not be accurate in Sage 50; you'll need to identify the former subaccounts and sum them to determine if the values in your Sage 50 company are accurate.

And, of course, the sum of debits and credits at the bottom of the Sage 50 Trial Balance report won't match the QuickBooks Trial Balance report if any of the accounts listed in Table 2-2 don't match.

As you work through the process of verifying your Sage 50 company, these balances will come in line with each other.

Some special notes about QuickBooks and Sage 50 accounts:

* **Undeposited Funds**: QuickBooks sets the account type for the Undeposited Funds account as a Current Asset, and amounts in this account appear in the Current Assets section of your Balance Sheet. The QuickBooks-to-Sage 50 Conversion wizard sets the account type for this account to Cash, and amounts in it appear in the Cash section of the Balance Sheet. The QuickBooks-to-Sage 50 Conversion wizard makes this change so that you can use the Undeposited Funds account in the Receipts window when you specify the offsetting account for payments you receive from customers.

* **Subaccounts**: Sage 50 doesn't directly support subaccounts, so, the QuickBooks-to-Sage 50 Conversion wizard converts subaccounts to regular accounts. However, you can set up accounts that use department masking. To set up masking, search for the Help topic "Account Masking".
* **Other Equity accounts**: Your Retained Earnings account in QuickBooks becomes a Retained Earnings account in Peachtree. The QuickBooks-to-Sage 50 Conversion wizard assigns the account type of "Equity - doesn't close" to all other equity accounts in your QuickBooks chart of accounts. The balance in the "Equity – doesn't close" account type in Sage 50 does not become zero at year-end; instead, it's balance carries forward from year to year, like common stock. You'll find another equity account type in Sage 50—the "Equity - gets closed" account type. The balance in the "Equity – gets closed" account type *does* become zero at year-end, and their amounts are moved to Retained Earnings.

You can change the account type of an equity account from "Equity - doesn't close" to "Equity - gets closed" using these steps:

1. Click **Maintain**, **Chart of Accounts**.
2. Click the drop-down arrow on the **Account ID** field.
3. Find the account you want to change and click it to display the account's information.
4. Open the Account Type list and click **"Equity - gets closed."**
5. Click **Save**.

Checking Company Information

Before you dive into working on account balances, let's take a moment to review your company information. When converting QuickBooks company data, the QuickBooks-to-Sage 50 Conversion wizard uses Legal Name field found in the Company Information dialog box in QuickBooks to establish your company name in Sage 50. We mentioned this in Chapter 1 and suggested that you ensure that you filled in that field in your QuickBooks company before converting.

If you left the Legal Name field blank in QuickBooks, the QuickBooks-to-Sage 50 Conversion wizard used the information in the Company Name field to establish your company name in Sage 50. The QuickBooks-to-Sage 50 Conversion wizard converted the first company address listed from QuickBooks, federal and state IDs, and the form of business. To verify this information or to change any of it in your Sage 50 company, click the **Maintain** menu and choose **Company Information** to display the Maintain Company Information dialog box shown in Figure 3-6.

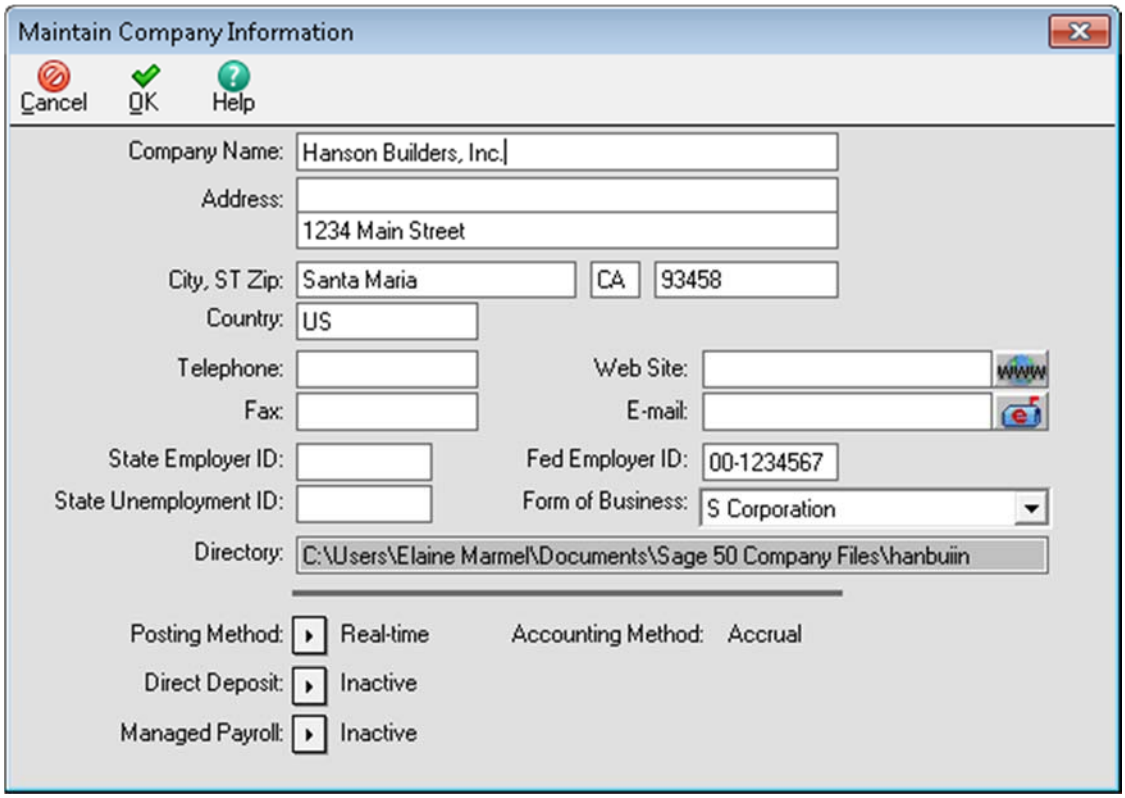


Figure 3-6: This dialog box contains the basic name and address information about your company.

Because the following company information fields are not available in QuickBooks, you'll need to supply them in Sage 50:

* Company Telephone Number
* Company Fax Number
* Company E-Mail
* Company Web Site

Working with the Setup Guide for Customers

You can let the Setup Guide walk you through verifying list and balance information as well as other company setup tasks, such as establishing default information. Depending on the area you are setting up, the wizard will also walk you through other related tasks; for example, when you use the Setup Guide to set up customers, you also get the opportunity to set up sales taxes. So, you should think of the Setup Guide as a fairly all-inclusive tool for setting up a given area in Sage 50. But, the Setup Guide doesn't handle all tasks you need to complete. In this section, we'll walk through the Setup Guide for customer information so that you get a feel for how the Setup Guide wizards work. But after completing this section, please continue with the information in the next section, "Using Sage 50 Windows to Verify Information." This section compares using the Setup Guide to other techniques you can use to set up your company, but it also

contains some additional tasks you need to complete that you can't do using the Setup Guide.



Although the Setup Guide is fairly all-inclusive, you don't have to do everything at one time. To stop for any reason at any time, simply click the **Close** button (X) in the upper right corner of any Setup Guide wizard window to redisplay the main Setup Guide window and click the **Close** button to close that window. You can return to the Setup Guide to continue your work at any time.

Reviewing Customer List Information

The first wizard in the Setup Guide for customers helps you add or edit customer information. We'll be editing customers instead of adding them, but you'll see how you can add customers using the Setup Guide. Follow these steps:

1. Click the **Help** menu and choose **Setup Guide**. The Setup Guide window, shown earlier in Figure 3-1, appears.
2. Click the **Customers** link. The first window of the Setup Guide for Customers appears (see Figure 3-7).

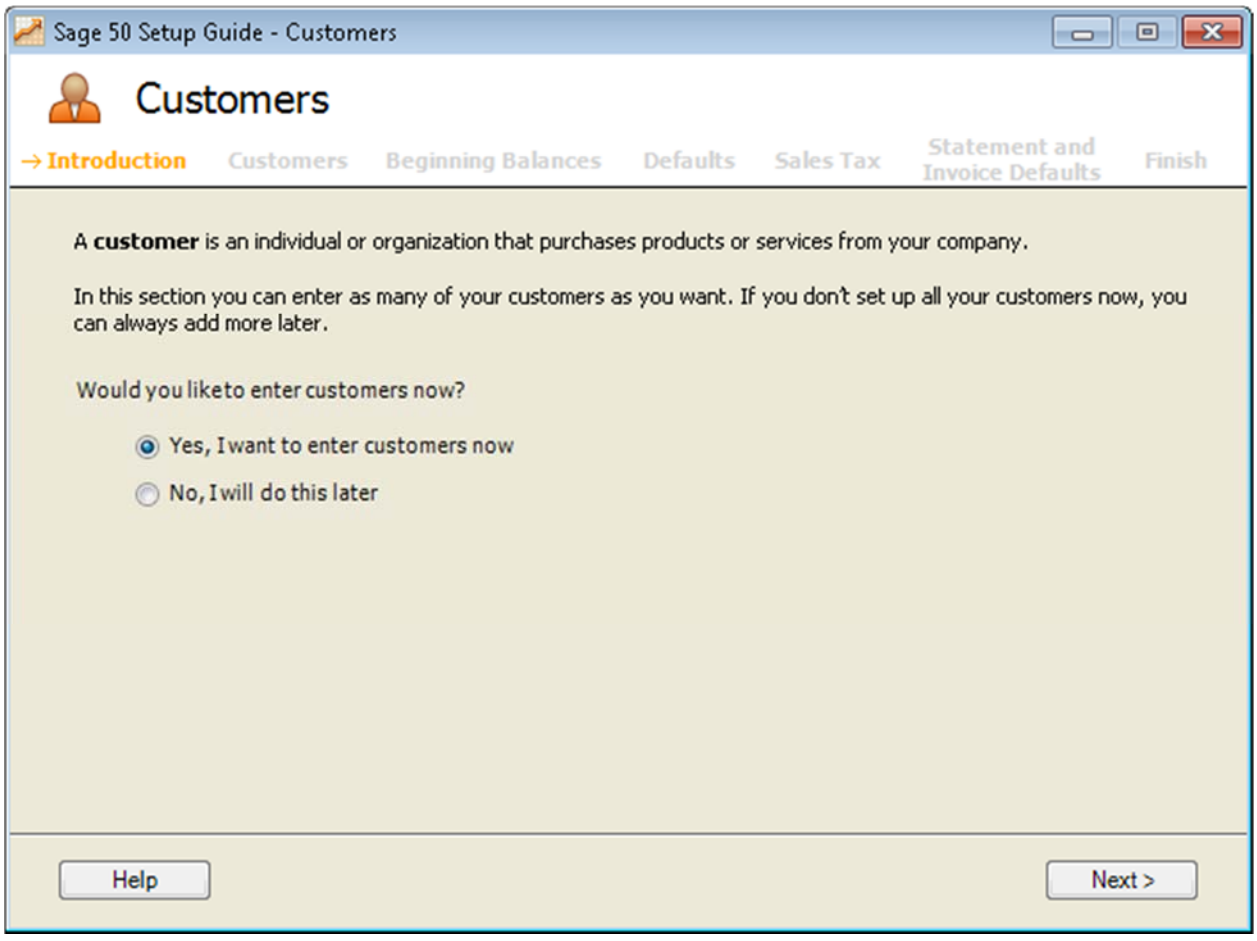


Figure 3-7: In this window, choose whether you want to enter (or edit) customers.

3. Click **Yes, I want to enter customers now** and click **Next**. A list of your customers appears (see Figure 3-8).

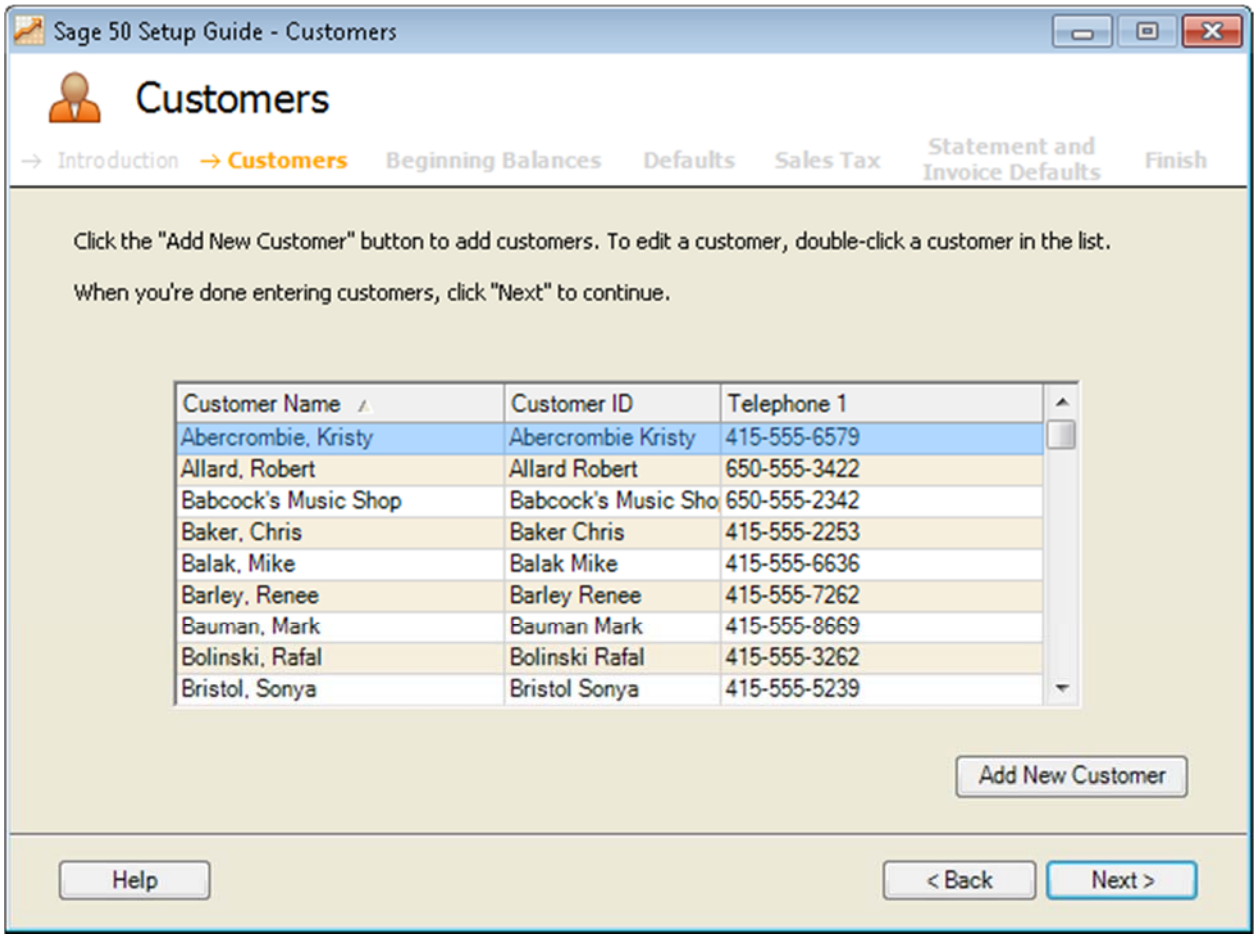


Figure 3-8: Review and update any customer's information by double-clicking that customer.

4. To review the information of an existing customer, double-click that customer. Sage 50 opens the Maintain Customers/Prospects window shown in Figure 3-9.

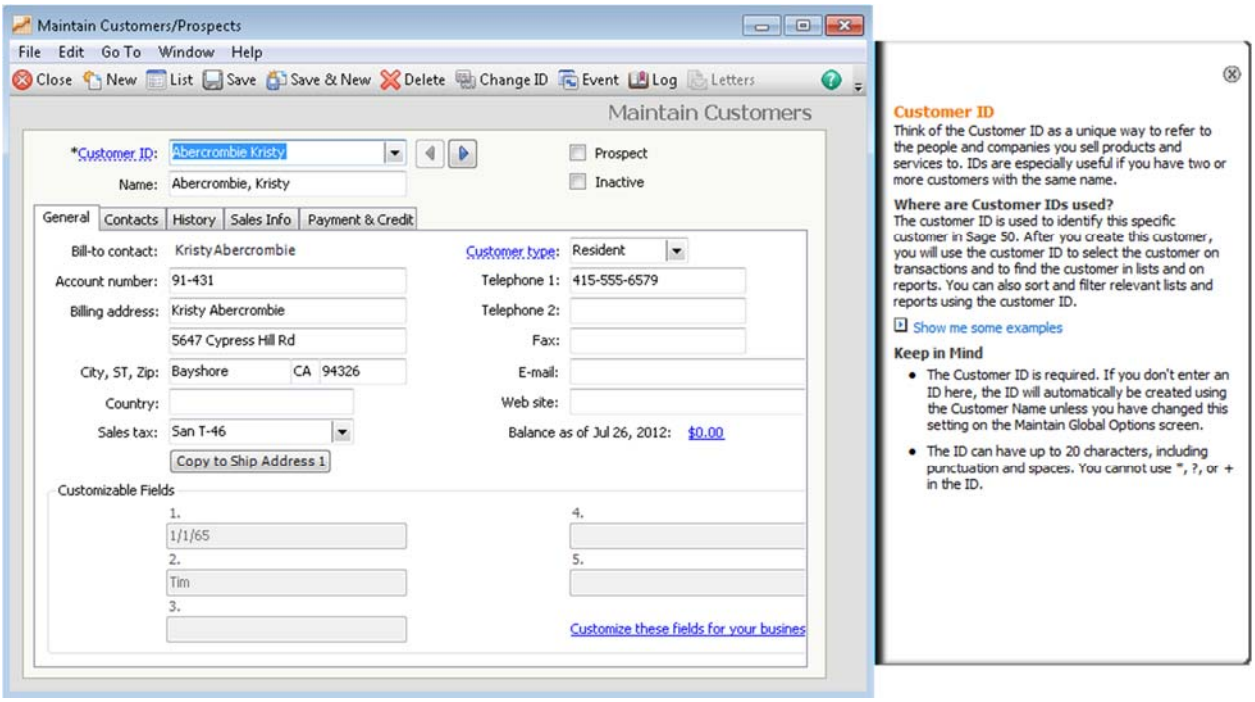


Figure 3-9: Help text appears beside the window and describes the currently selected field.

5. Review and change the information for the customer as necessary; notice that Sage 50 divides the window into five tabs (the number of tabs varies, depending on the type list information you're reviewing) and you can click a tab to review and, if necessary, change the information on that tab.
6. When you finish reviewing a particular customer, click the **Save** button on the toolbar at the top of the window.
7. Click the **Close** button to return to the Setup Guide window shown earlier in Figure 3-5.
8. Repeat Steps 4 – 7 for each customer.
9. When you're done editing customer list information, click **Next** in the Setup Guide window.



Remember, you *can* use the wizard and stop at any time during the process—and come back later to continue. To stop for any reason at any time, simply click the **Close** button (X) in the upper right corner of any Setup Guide wizard window to redisplay the main Setup Guide window and click the **Close** button to close that window. You can return to the Setup Guide to continue your work at any time. Just choose the answer on a given screen that indicates you've already completed a step to move on to the next one.

Entering Beginning Balances—Or Not

After you finish editing list information for your customers, the Setup Guide offers to let you enter beginning balances for customers who owe you money, as shown in Figure 3-10.

If you followed our advice and targeted your conversion so that you start using your Sage 50 company on the first day of a month, quarter, or year, you should find that your QuickBooks and Sage 50 Accounts Receivable (and Accounts Payable, by the way) balances on the Trial Balance reports match each other; further, if you examine the aging reports from both companies, you'll find that all open transactions match. So, you really don't need to enter any beginning balances. In the Setup Guide for Customers, click **No** and then click **Next**.

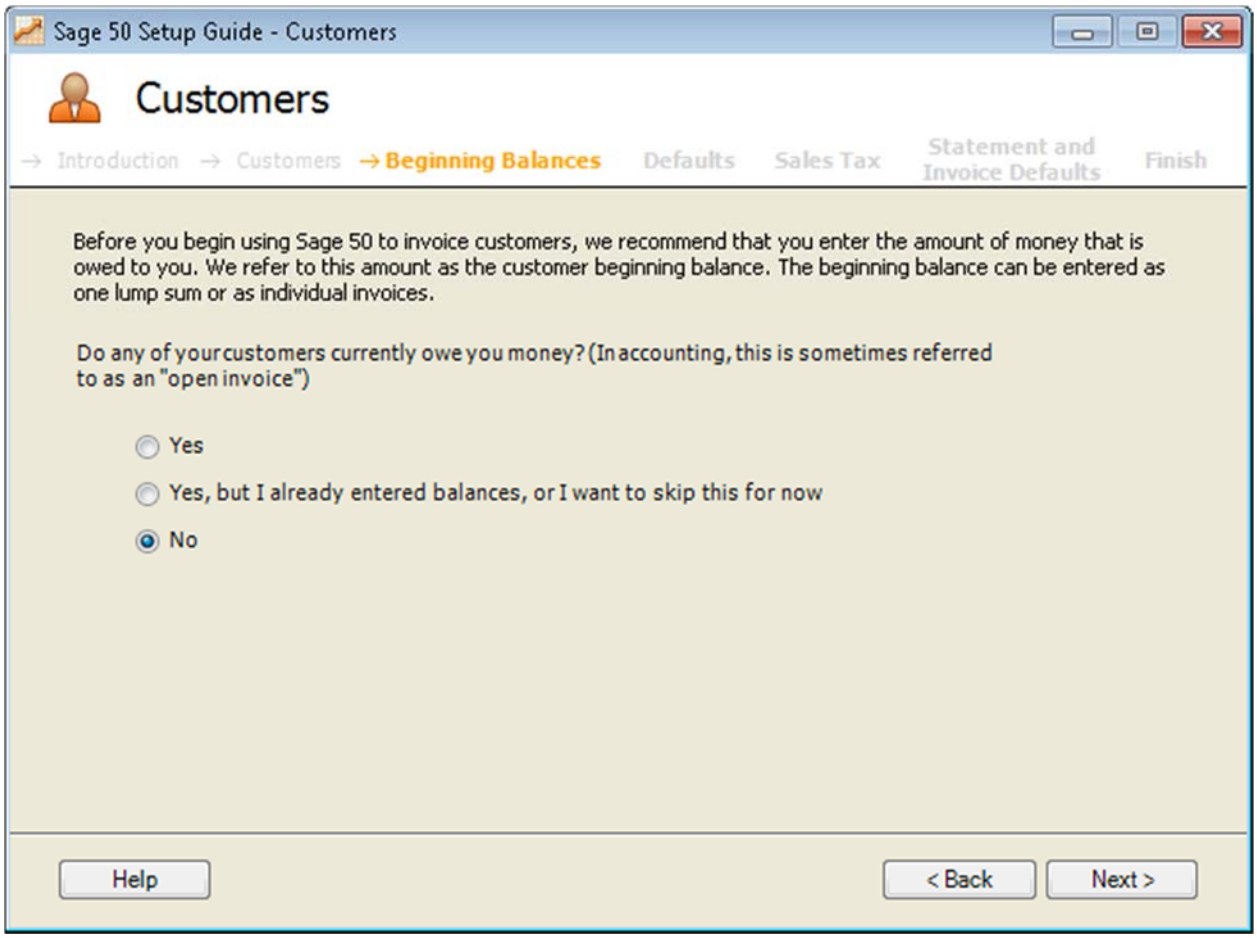


Figure 3-10: We suggest that you skip the process of entering beginning balances in the Setup Guide for Customers.

What If Transactions are Missing from Sage 50?

If transactions are missing from your Sage 50 aging report but the Sage 50 and QuickBooks general ledger account balances for Accounts Receivable and/or Accounts Payable match, you'll need to enter the missing transactions as beginning balance transactions. Search Help for "beginning balances" and review the Beginning Balances for Customers topic and the Beginning Balances for Vendors topic. Chapter 4 walks you through setting beginning balances for employees.

If transactions are missing from the Sage 50 aging report *but there's no match* between the Sage 50 and QuickBooks general ledger account balances for Accounts Receivable and/or Accounts Payable, then you'll need to determine if the missing transactions account for the discrepancy. If they do, then you need to enter them as a Customer invoice or receipt or as a Vendor invoice or payment. (See Chapter 5 (page 122) for entering typical transactions . If they don't, you'll need to enter some combination of traditional and beginning balance transactions.

Changing Customer Defaults

You can set default payment, credit and finance charge terms for customers in a Sage 50 company. Sage 50 automatically assigns these defaults to any new customer you establish, but you can override these default settings for any customer at any time.

Since you've created a new Sage 50 company, you should review the customer defaults Sage 50 established for your company and, if necessary, change them.

When you clicked **Next** after you finished entering customer beginning balances, the Setup Guide for Customers wizard displayed the window shown in Figure 3-11.

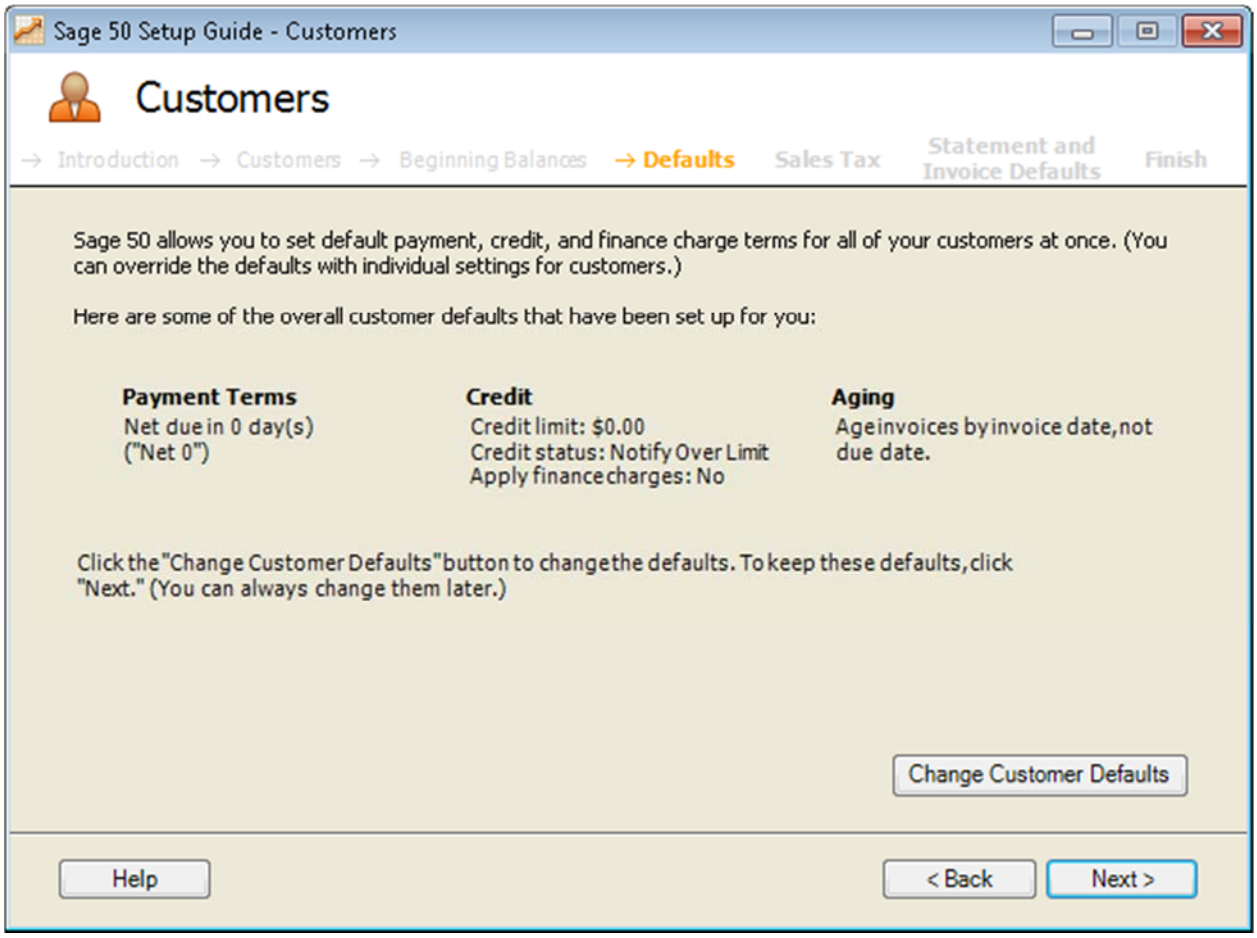


Figure 3-11: The Setup Guide for Customers lets you examine and change customer defaults in your company.

Click the **Change Customer Defaults** button. Sage 50 displays the Customer Defaults dialog box shown in Figure 3-12.

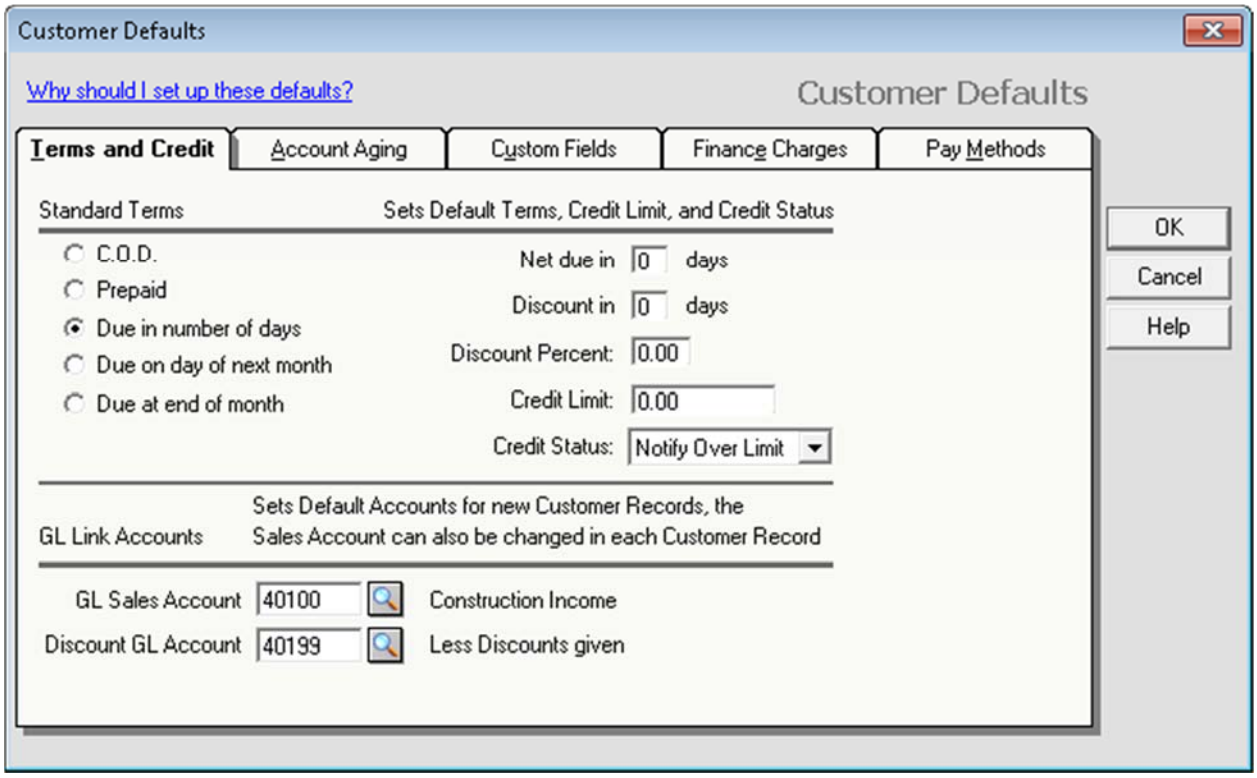


Figure 3-12: Use the Terms and Credit tab to encourage your customers to pay on time.

Terms and Credit:

You use customer terms to establish when payments are due from customers and whether you offer customers a discount for paying early. Customer terms also tell Sage 50 how to respond if customers pay early. On this tab you:

- Identify the default sales account and discount account where you want Sage 50 to assign most customer invoices.
- Establish a default credit limit for each customer, which is the highest unpaid balance you allow your customers to reach. Once a customer exceeds his or her established credit limit, Sage 50 displays a warning message.
- Use the Credit Status list to control Sage 50's behavior in relation to the customer's credit limit when you enter an invoice.

You can record invoices without seeing any messages, regardless of the relationship between the customer's balance and credit limit. On the other end of the spectrum, Sage 50 will not allow you to enter an invoice for a customer regardless of the relationship between the customer's balance and credit limit. In between these choices, you can have Sage 50 display a warning or an error message when a transaction will cause a customer's balance to exceed the credit limit. And you can have Sage 50

display a warning whenever you record a transaction for a customer who owes you money even if the customer's balance doesn't exceed his or her credit limit.

Account Aging:

This is where you specify how you want Sage 50 to age customer invoices that you prepare:

4. B**y invoice date** : If you set up accounts receivable aging to age by invoice date, the same invoice appears on the Aged Receivables report to be somewhere between 31 and 60 days past the invoice date.

5. **By due date** (see Figure 3-13). If you choose to age by due date, the invoice is due 30 days from the invoice date and appears on the Aged Receivables report as being between 0 and 30 days past the invoice date.

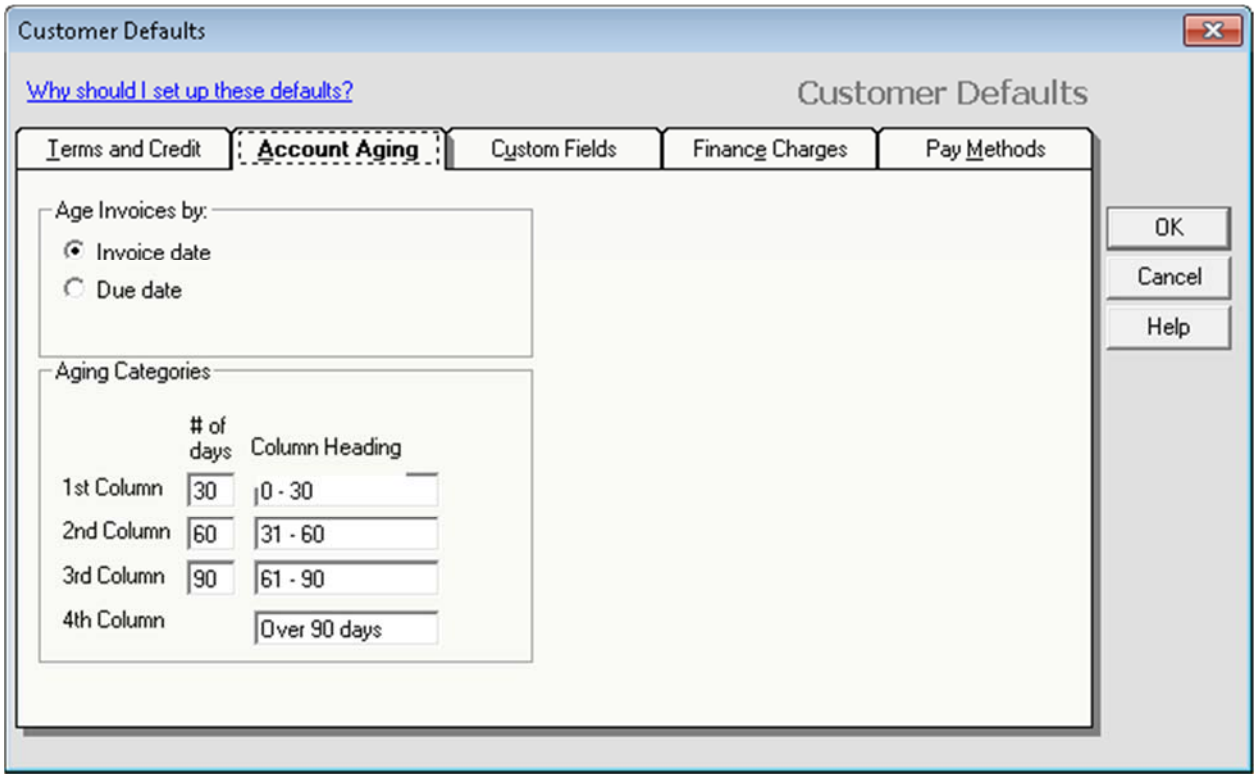


Figure 3-13: Establish aging defaults.



It's important to remember that the Aged Receivables report is *not* showing you what is past due; it is showing you the age of invoices based on the number of days *past* either the due date or the invoice date.

Many people choose to age customer invoices by invoice date because the Aged Receivables report then reflects how old the invoice is. Others prefer to age invoices by

due date so that they can see how many days the invoice is overdue. As for the aging categories at the bottom of the window, well, most people just leave them as is.

Custom Fields:

You can click the Custom Fields tab to establish labels for up to five fields for each customer (see Figure 3-14).

Use these fields to store extra information about customers, such as noting new customers who found your business on the Internet. Simply place a check in any Enabled box, and type the descriptive text in the Field Labels box. When you set up customers, you can fill in this information for each customer. The Custom Fields appear on the Maintain Customer Information window, on the General tab.

On some reports in Sage 50, you can print this information.

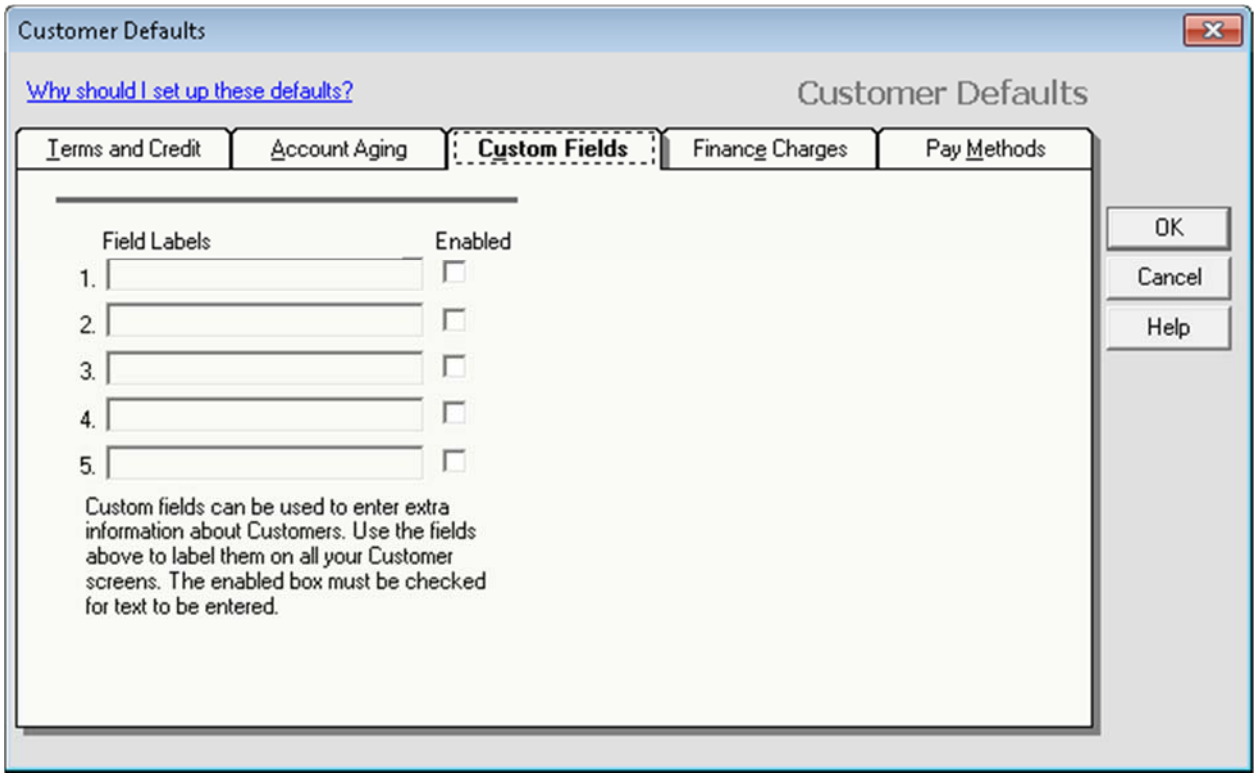


Figure 3-14: Set up default custom fields.

Finance Charges:

You can click the Finance Charges tab, shown in Figure 3-15, to establish the rules you want Sage 50 to use to charge customers who pay late. Many businesses don't charge finance charges; others believe that finance charges encourage customers to pay on time and therefore improve cash flow. Still others believe that charging these fees is necessary if customers continuously ignore payment terms.

To charge finance charges, check the **Charge finance charges** box and then fill in the rest of the tab. Sage 50 charges an interest rate that you specify on invoices that are overdue by the number of days you specify. You can charge a higher rate on balances that exceed an amount you specify, and you can specify a minimum finance charge

amount. For details on setting up finance charges, search the Help index for “finance charge.”

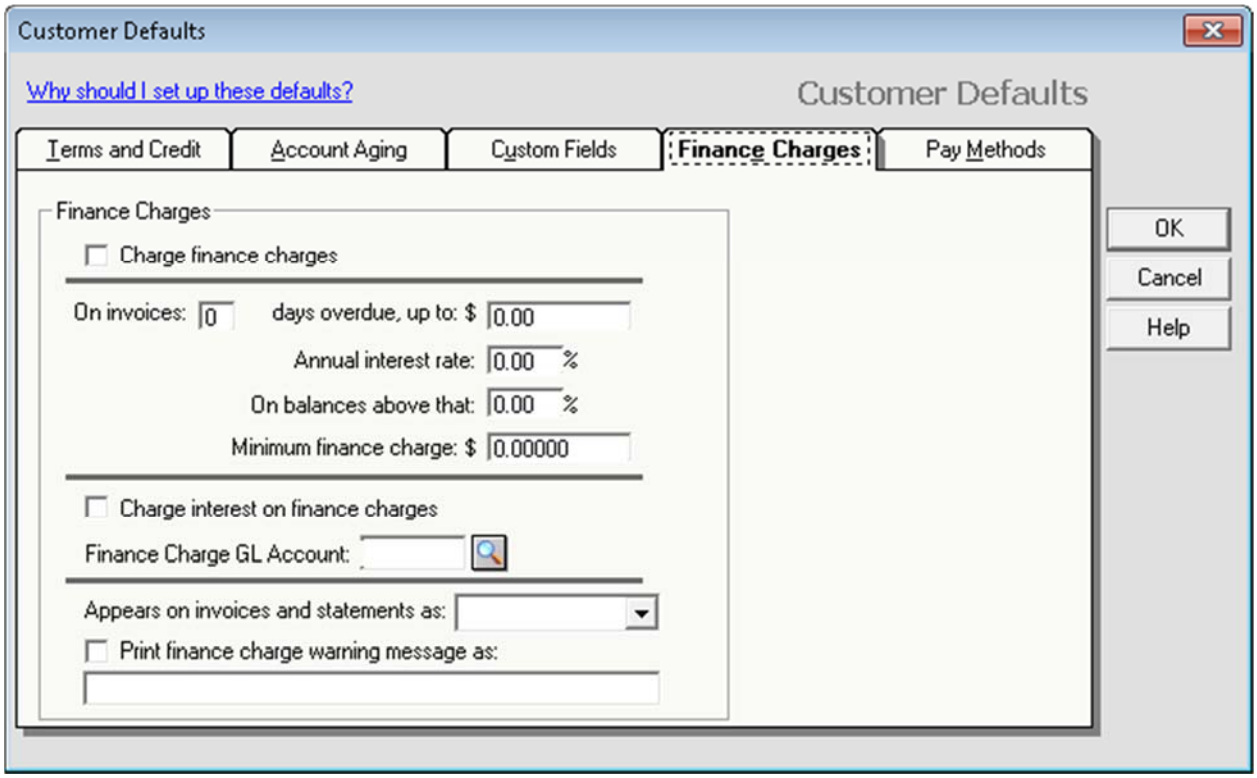


Figure 3-15: Establish default finance charge options.

Pay Methods:

- You can click the Pay Methods tab, shown in Figure 3-16, to establish default payment methods that your company accepts. In the boxes provided on this tab, type the names of the payment methods your company accepts, such as cash, checks, wire transfers, credit cards or other methods your company accepts. Sage 50 displays these payment methods when you record payments you receive from customers, and you can include the Payment Method field on reports. For example, you can add this field to the Cash Receipts journal and filter the journal to see only transactions of a particular pay method.

On the Pay Methods tab, you also can choose to assign Deposit Ticket IDs, which help you group customer payments, in either the Receipts window or the Select for Deposit window. You typically use the same Deposit Ticket ID for all customer payments that you plan to deposit in the bank at the same time. Most people assign the Deposit Ticket ID in the Select for Deposit window. See Chapter 5 (page 122) regarding using the Select for Deposit window.

After setting your payment methods, Click **OK** to save your changes and return to the Setup Guide for Customers window. Then, click **Next**.

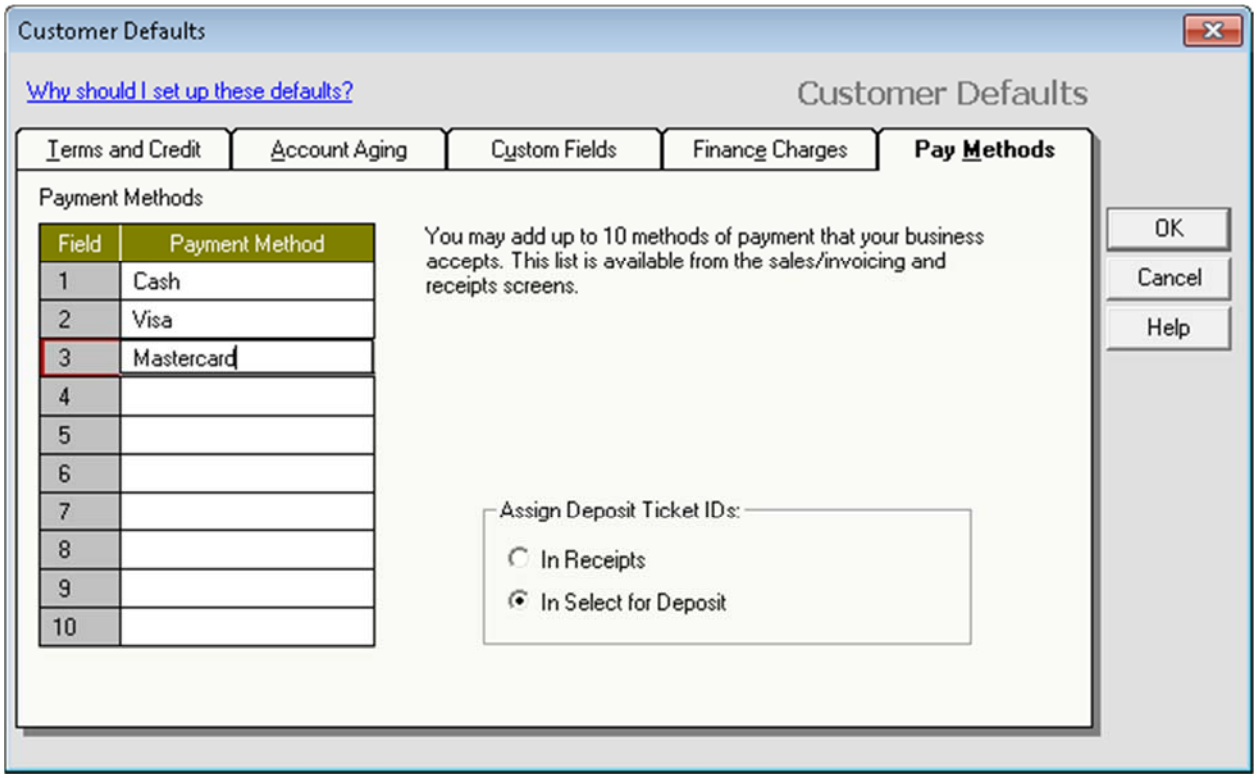


Figure 3-16: Set up payment methods your company accepts.

Setting Up Sales Taxes

The Setup Guide for Customers offers you the opportunity to set up or review sales taxes. QuickBooks uses sales tax items and sales tax groups. The QuickBooks-to-Sage 50 Conversion wizard converts each QuickBooks sales tax item to a *sales tax agency* in Sage 50. Similarly, the QuickBooks-to-Sage 50 Conversion wizard converts each QuickBooks sales tax group to a *sales tax ID* in Sage 50, and each sales tax ID contains the respective sales tax agencies you found in the corresponding QuickBooks sales tax group.

In QuickBooks, you assigned each customer is assigned a default sales tax item. The QuickBooks-to-Sage 50 Conversion wizard assigns that same sales tax item—now called a sales tax ID—to the customer in your new Sage 50 company.



In this section, you learn how to verify that the sales tax elements you'll need to use your Sage 50 company are established correctly. But, regardless of whether you converted transactions or only lists, we believe you'll find that the Sales Tax Payable amounts that appear on your Sage 50 and QuickBooks Trial Balance reports do

not match. For details on bringing these values in sync, see the section, “Examining Sales Taxes” (page 74) later in this chapter.

In the Setup Guide for Customers, click **Yes, I collect sales tax from my customers** and then click **Next**. The Setup Guide for Customers handles sales tax setup in three steps.

1. First, you establish a sales tax vendor—the entity to whom you send the sales tax money you collect (see Figure 3-17). Since we’re dealing with a company you converted, you simply need to make sure that the vendor(s) to whom you pay sales tax appear in the list of vendors shown. You can double-check their information by double-clicking them; if you do review their information, click Save and the Close on the toolbar at the top of the Maintain Vendors window.

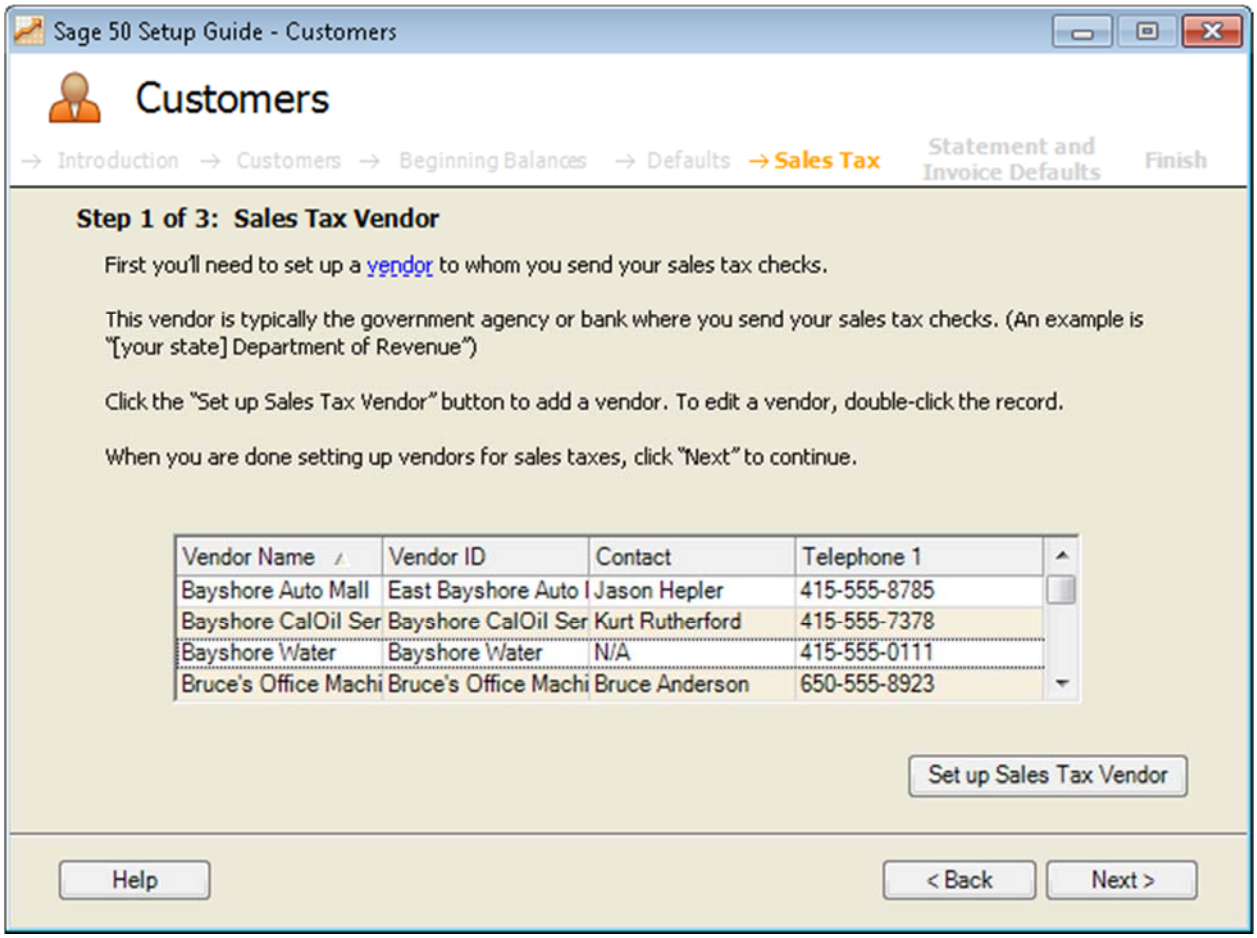


Figure 3-17: Make sure your sales tax vendors exist in this list.

2. Now, click **Next** to display the second step in the process (see Figure 3-18). If you needed to set up a new sales tax, you would click the **Run the Sales Tax wizard** button, but again, we’re dealing with a company you just converted that already has sales taxes established.

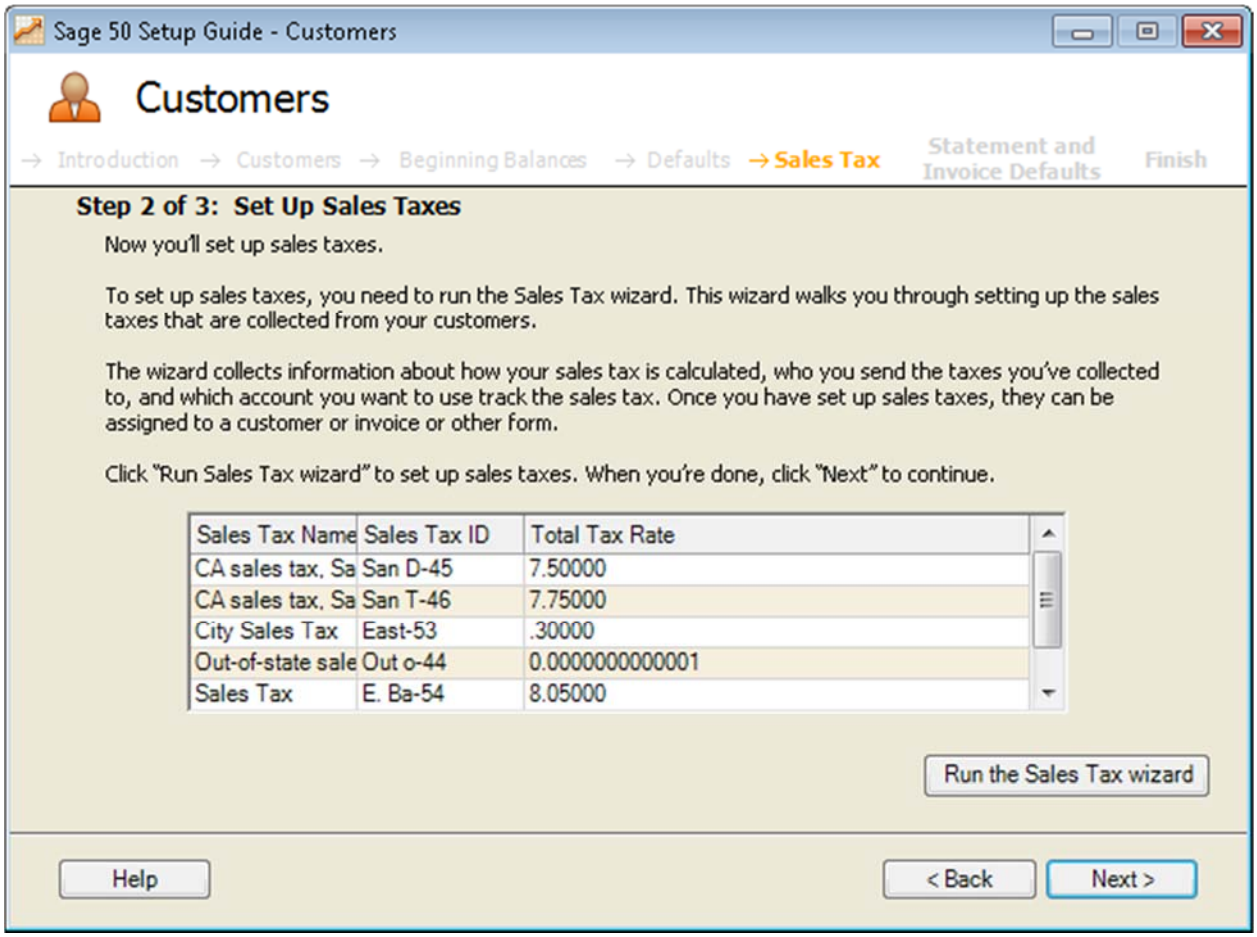


Figure 3-18: This window lists sales taxes already established in your company.

3. You need to check the sales taxes, so, double-click each tax in the window. When you double-click a sales tax, the Setup Guide for Customers displays a portion of the Sales Tax Setup wizard—the Edit Sales Tax window (see Figure 3-19). In this window, you can change the name of the sales tax if you want, specify whether you charge sales tax on freight, and confirm the rate you're charging and the agencies that should be included in this sales tax.

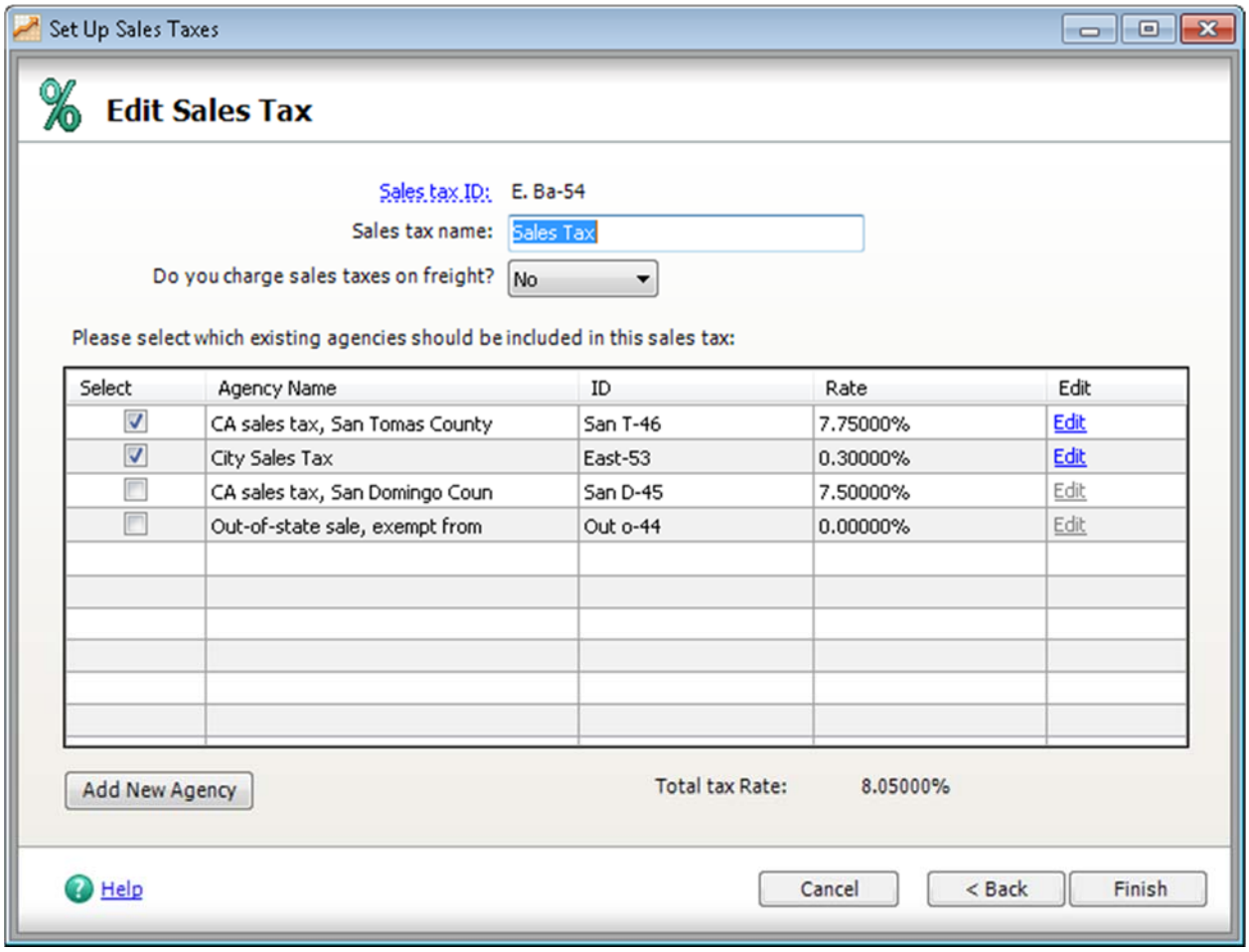


Figure 3-19: Review the setup for a sales tax.

You can confirm that the tax will be remitted to the correct sales tax vendor if you click the Edit link beside the tax; Sage 50 displays the Edit Sales Tax Agency window (see Figure 3-20).

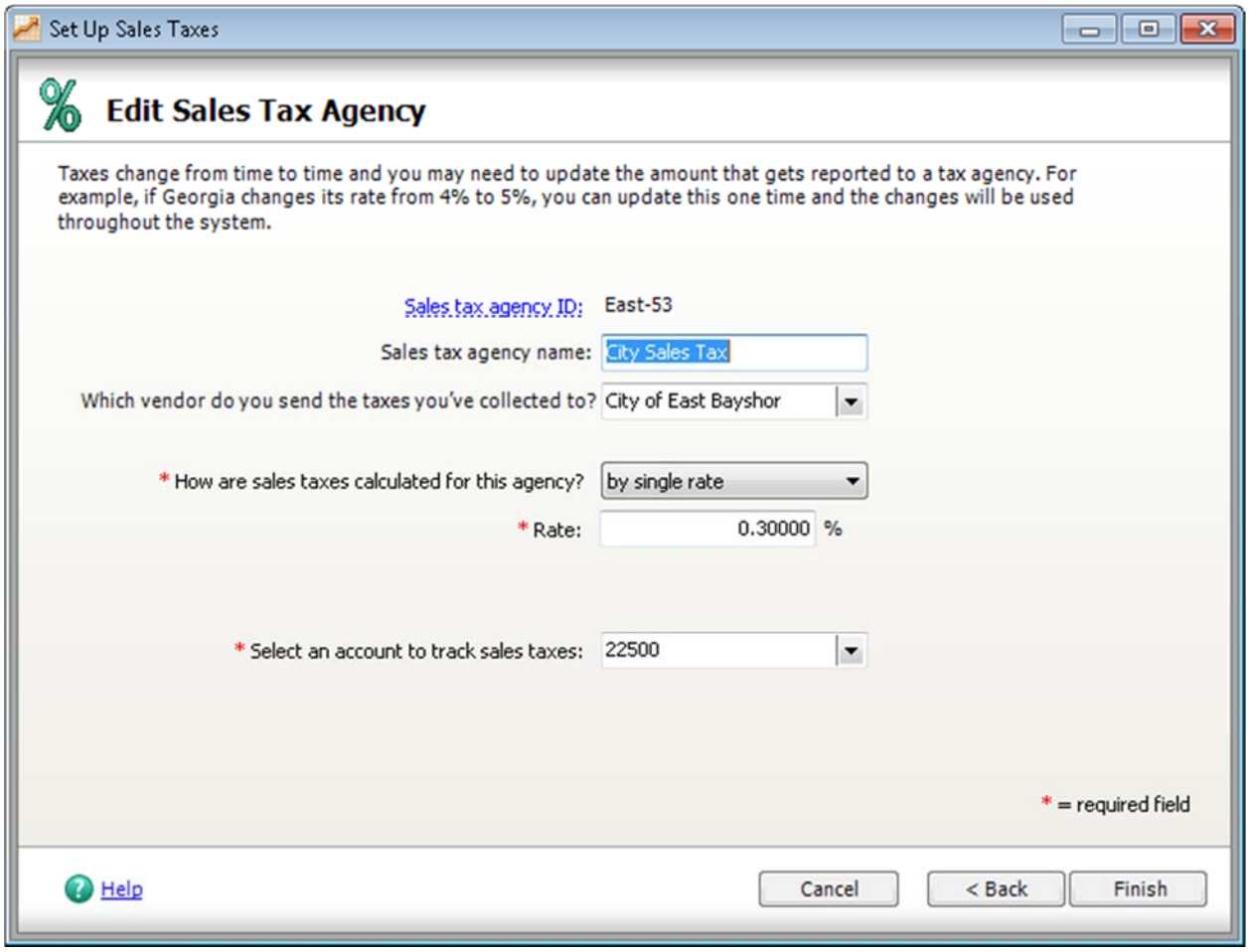


Figure 3-20: This window shows you the details for the setup of your sales tax, including the vendor to whom you remit the tax and your sales tax liability account.

If you don't need to make any changes, click **Cancel**. If you need to save changes, click **Finish**. In either case, the Setup Guide for Customers redisplays the Edit Sales Tax window shown previously in Figure 3-19. Again, if you don't need to make any changes, click **Cancel** to return to the Setup Guide for Customers. If you need to save changes, click **Finish** and the first screen of the Sales Tax wizard appears; click **Cancel** to redisplay the Setup Guide for Customers. Then, click **Next** to display the third step for establishing sales taxes; in this step, you make sure that the correct sales taxes are assigned to customers. Follow these steps:

1. Click the **Assign Sales Tax to Customer** button to display the Maintain Customers/Prospects window.
2. Using the Customer ID drop-down list, select a customer.
3. Make sure that the correct sales tax appears in the Sales tax list box (see Figure 3-21).

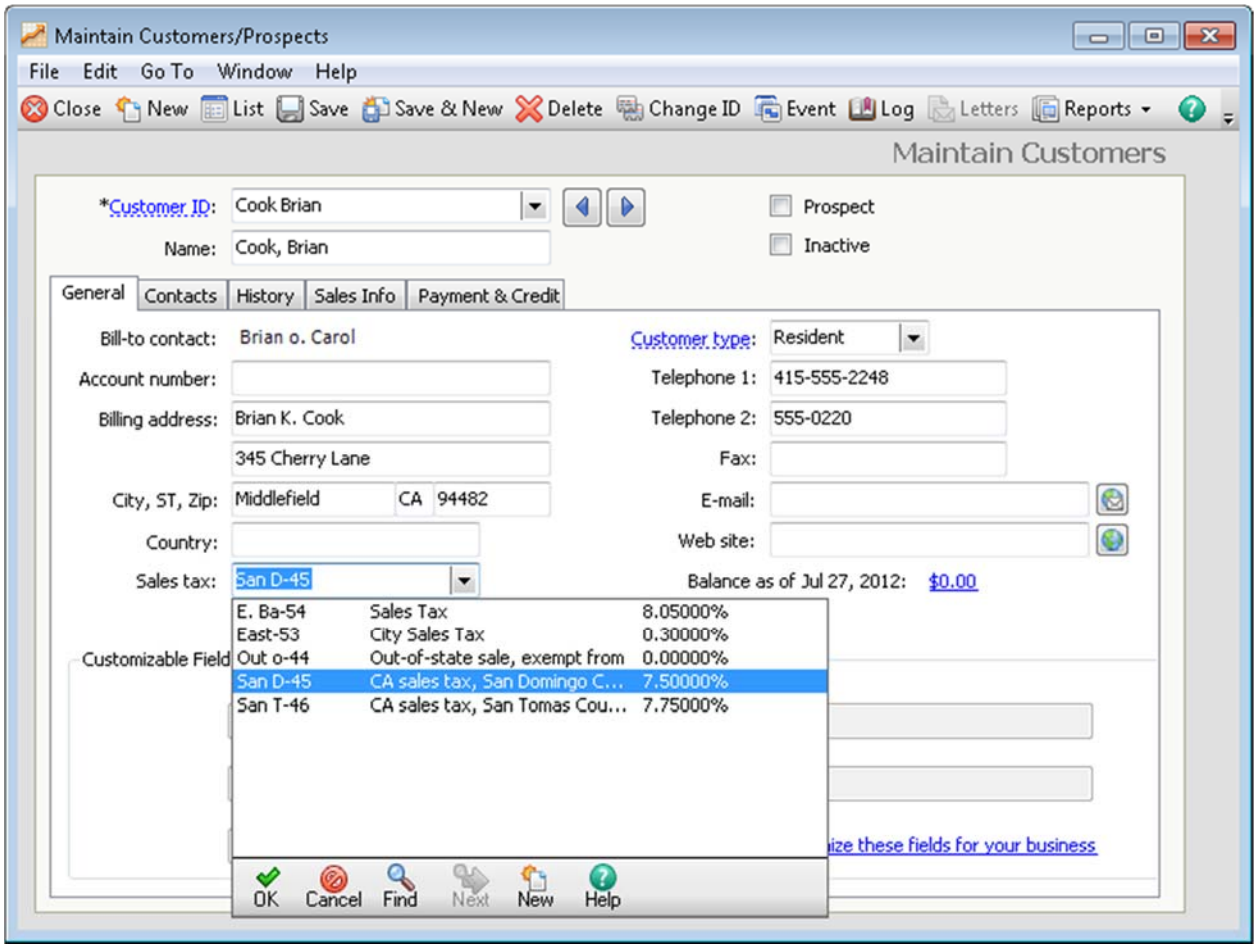


Figure 3-21: Make sure that the customer is using the correct sales tax.

4. Click the **Save** button on the toolbar at the top of the window.
5. Repeat Steps 2 through 4 for each customer.
6. Click the **Close** button on the toolbar at the top of the window to redisplay the Setup Guide for Customers final screen of setting up sales taxes.
7. Click **Next**.

Setting Statement and Invoice Printing Options

We're almost done setting up customers; the last screen of the Setup Guide for Customers gives you the option to review and change statement and invoice printing options. Click the **Change Statement and Invoice Defaults** button to display the Statement/Invoices Defaults dialog box shown in Figure 3-22.

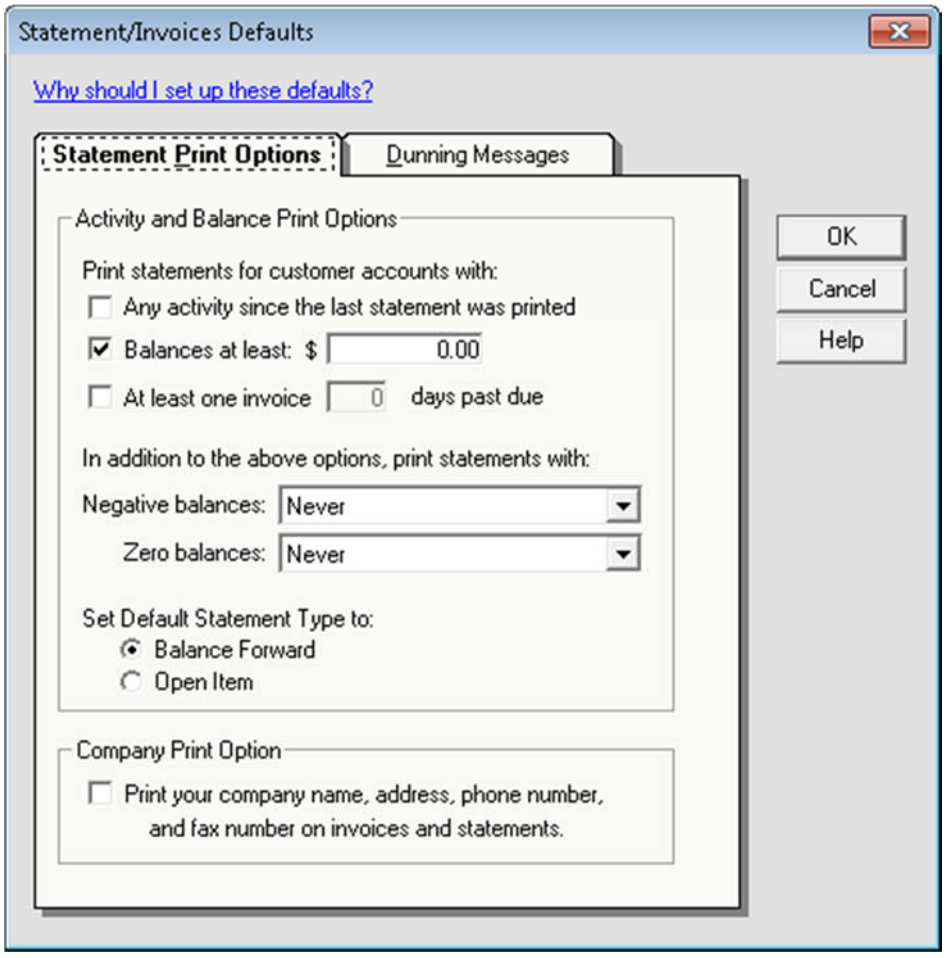


Figure 3-22: Use this dialog box to control the information printed on statements and invoices.

For example, place a check mark in the last check box to include your company information (e.g., name, address, and phone numbers) to appear on the top of invoices or statements. When you print statements or invoices, Sage 50 prints your company information as it appears in the Maintain Company Information window.

Use the rest of the boxes on the Statement Print Options tab to control the customers selected when Sage 50 prints statements:

* **Any activity since the last statement was printed** -- To print a statement for any customer who has purchased something from you since the last time you printed statements, select this option
* **Balances at least** check box and supply a minimum balance number--Prints statements for customers with balances equal to or greater than the minimum balance.
* If you place a check mark in the **At least one invoice x days past due** check box and then type a number of days overdue, Sage 50 will print statements for any customers who have an invoice overdue by at least the number of days you entered.

* Use the **Negative balances** list box to specify whether Sage 50 should print statements for customers with credit balances—the people to whom you owe money. You can choose **Always**, **Never**, or **Only when the above options apply**.
* Use the **Zero balances** list box to specify whether Sage 50 should print statements for customers whose balance is 0. You can choose **Always**, **Never**, or **Only when the above options apply**.



Strangely enough, these check boxes are yes-or-no questions, but the check boxes in this section of the dialog box work together. If a customer meets any condition that you have checked, Sage 50 will print a statement. For example, suppose that you place a check mark in the **Any activity since the last statement was printed** box and also in the **Balances at least** check box and you supply $1.00 as the minimum balance. Sage 50 will print statements for all customers who have bought something from you and all customers whose balance is greater than $1.00. So, even if you did not want to print statements for customers with 0 balances, Sage 50 will print statements for those customers if they have bought something and paid for it. Be sure to examine the logic of all the boxes you choose to check.

Sage 50 can print balance forward statements, similar to the way information appears on a MasterCard or Visa credit card bill, where an invoice appears only once on a statement and its balance subsequently becomes part of the Previous Balance line. Or Sage 50 can print open item statements, where all outstanding invoices—the ones that aren't paid in full—appear on the statement.

Using the **Dunning Messages** tab, you can specify four gentle or not so gentle reminders that may appear on statements that an account may be overdue. You enter each message and then determine the invoices on which it will appear by entering a number of days overdue. The message that appears on a customer statement depends on the length of time a customer's account is overdue; Sage 50 displays the message associated with the customer's oldest overdue invoice.

When you finish, click **OK** and the Setup Guide for Customers wizard reappears. If you click **Next**, the wizard will ask you if you want to proceed to set up jobs or skip jobs and set up vendors, or return to the main Setup Guide window. For our purposes, click **Return to the main Setup Guide screen** and then click **Next** or just click the **Close** button (X) in the upper right corner of the Setup Guide for Customers. On the main Setup Guide window, click the **Close** button.

Now, go take a break!

Using Sage 50 Windows to Verify Information

Let's suppose that you felt compelled to walk through the entire Setup Guide for customers in one sitting (it happens, particularly to Type A personalities) and that made you a bit crazy. You can, if you prefer, do everything you did using the wizard *without* using the wizard.

We're not going to take you through lots of details in this section; in most cases, you can use topics in Sage 50 Help. Instead, we're going to show you how to get to the windows you need to complete a particular action. You can then work things through at a pace that makes you comfortable.



While not up-to-date for the latest Sage 50 product, Peachtree for Dummies, 3rd Edition will provide you with many of the details you need to set up a new company—and they're still accurate today.

Setting Up Company Defaults

Sage 50 contains a series of dialog boxes that you use to set defaults for various areas of your company. Specifically, you can click the **Maintain** menu and point at **Default Information** to see the list of choices you can make to set defaults (see Figure 3-23).

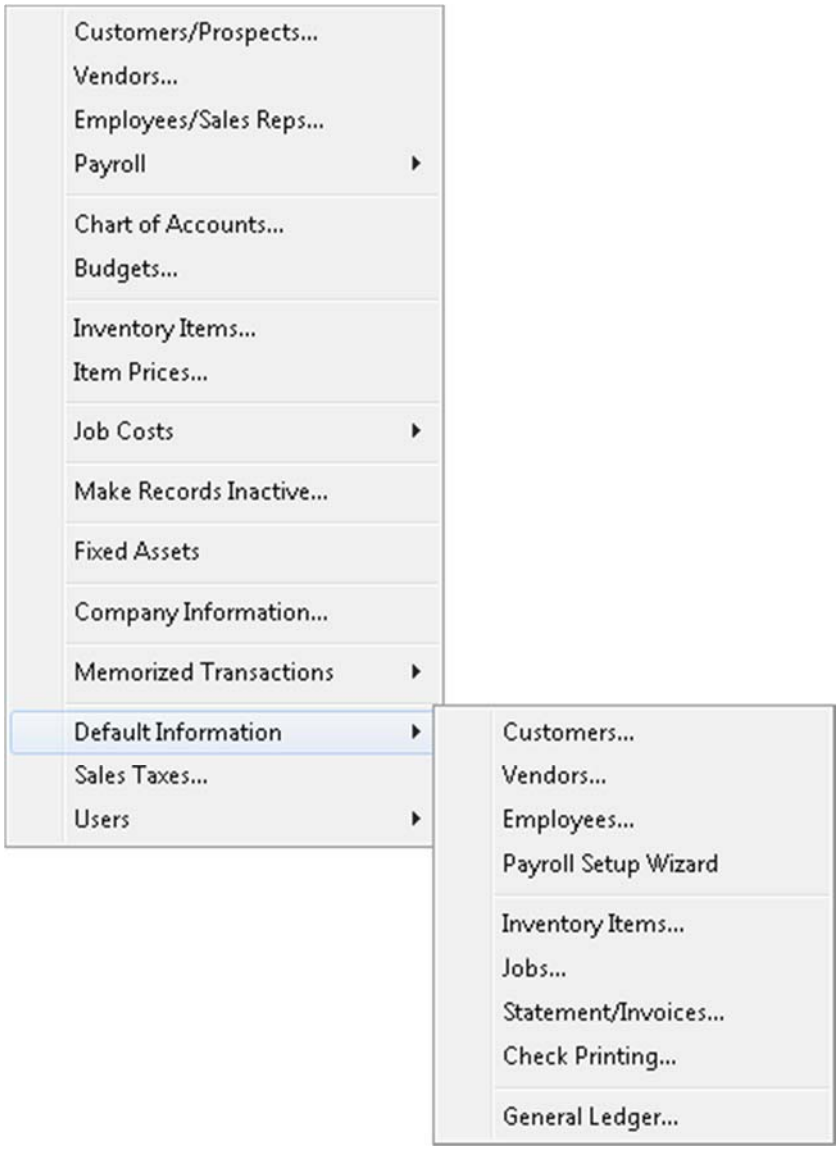


Figure 3-23: You can click any choice on this menu to open the dialog box that controls defaults for that area of the program.

We suggest you hold off on setting employee defaults until Chapter 4, where we walk you through setting up payroll, but you can open all of the other dialog boxes to review and, if necessary, change the information.



If you followed the discussion in the section, "Working with the Setup Guide for Customers," (page 54) you saw the Customer Defaults dialog box shown earlier in Figures 3-14 through 3-18.

Examining Sales Taxes

You can review the sales taxes that the QuickBooks-to-Sage 50 Conversion wizard established for you company by using the Sales Tax wizard. Here are a couple of notes to help you understand how QuickBooks and Sage 50 manage sales tax:

- QuickBooks uses sales tax items and sales tax groups. The QuickBooks-to-Sage 50 Conversion wizard converts each QuickBooks sales tax item to a *sales tax agency* in Sage 50.
- Similarly, the QuickBooks-to-Sage 50 Conversion wizard converts each QuickBooks sales tax group to a sales tax ID in Sage 50, and each sales tax ID contains the respective sales tax agencies you found in the corresponding QuickBooks sales tax group.
- In QuickBooks, you assigned each customer is assigned a default sales tax item. The QuickBooks-to-Sage 50 Conversion wizard assigns that same sales tax item—now called a sales tax ID—to the customer in your new Sage 50 company.

To verify that sales taxes are set up correctly, open the **Maintain** menu and click **Sales Taxes**. The Set Up Sales Taxes window appears; click **View all sales taxes and associated agencies** and click **Next.** Sage 50 displays the View All Sales Taxes window shown in Figure 3-24.

Click any sales tax in the top portion of the window; the bottom portion of the window displays the details for that sales tax.

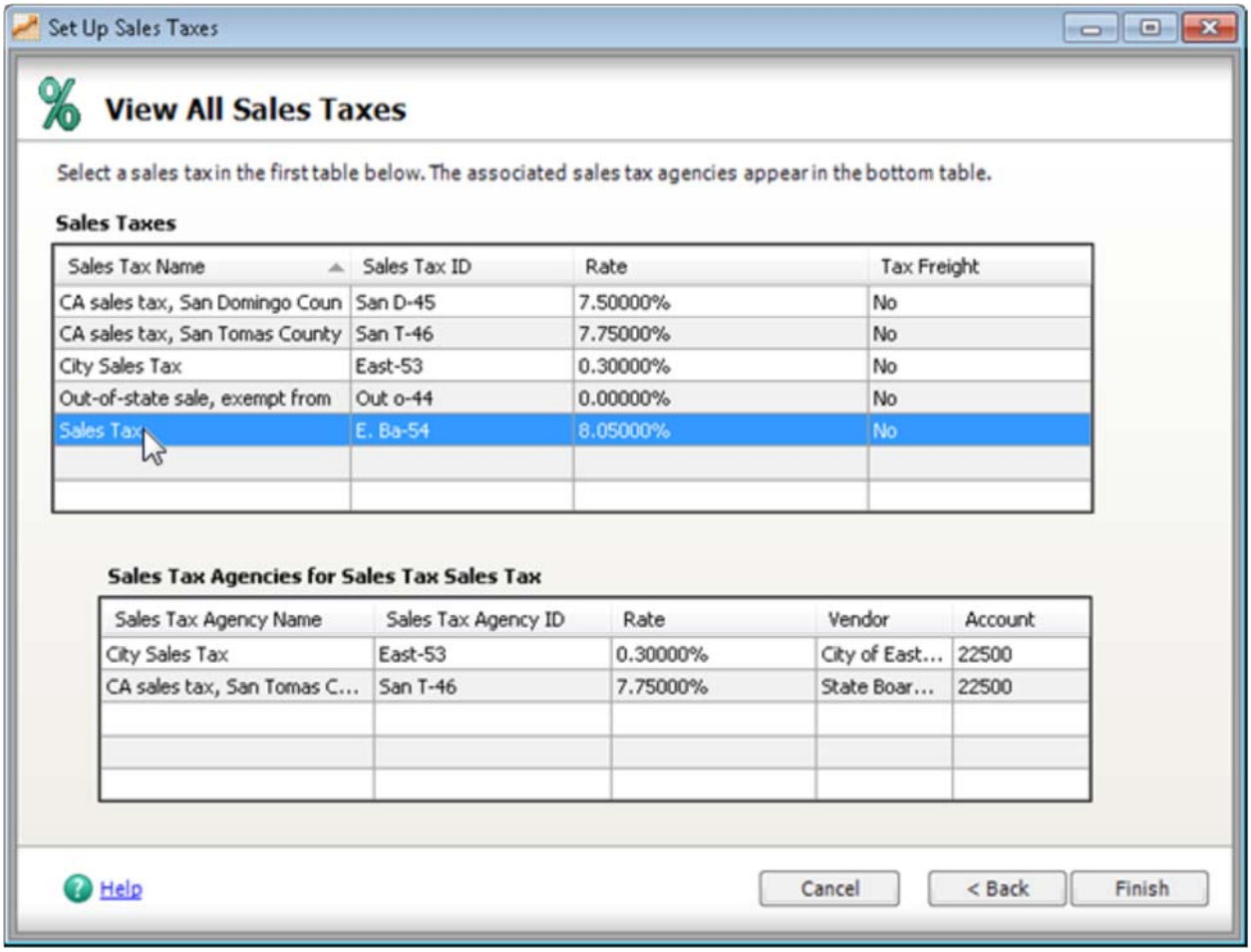


Figure 3-24: Click a Sales Tax to view the Sales Tax agencies.

You can check the sales tax assignments to your customers in your Sage 50 company by comparing two reports:

* The QuickBooks Customer Phone list report that you customized to include the Sales Tax Code and Tax Item and
* The Customer Master File List in Sage 50 (click **Reports & Forms**, **Accounts Receivable**, **Customer Master File List**).

You also need to compare your sales tax liability in your new Sage 50 company with the liability shown in your QuickBooks company.

In QuickBooks, print the Sales Tax Liability report (choose **Reports, Vendors & Payables, Sales Tax Liability**) for the current period. The Sage 50 equivalent of the QuickBooks Sales Tax Liability report is the Taxable/Exempt Sales report. To print the Taxable/Exempt Sales report, choose **Reports & Forms, Accounts Receivable, Taxable/Exempt Sales**.

Reconciling Bank Accounts

The QuickBooks-to-Sage 50 Conversion wizard converts bank account balances but doesn't retain reconciliation information. So, you need to reconcile your bank accounts in your new Sage 50 company. And, the Setup Guide doesn't walk you through this process, so, we will.

To make this process easy, print a customized version of the Check Detail and the Deposit Detail reports in QuickBooks. Follow these steps:

1. Click the **Reports** menu, point at **Banking** and then click **Check Detail**.
2. When the report appears on-screen, click the **Customize Report** button. The Modify Report: Check Detail dialog box appears.
3. In the **Dates** list box, select **All**.
4. In the **Columns** list, click **Clr** to add that column to the report. This field will help you easily distinguish the cleared checks on the report.
5. Click **OK**. The customized report appears on-screen.
6. Print the report so that you can reconcile the accounts in Sage 50.

Repeat these steps for the Deposit Detail Report, except, in Step 1, choose Deposit Detail instead of Check Detail.

You're now ready to reconcile your first bank account in Sage 50. Follow these steps:

1. Click the **Banking** center.

2. Click the **Reconcile Accounts** button. The Account Reconciliation window appears (see Figure 3-25).

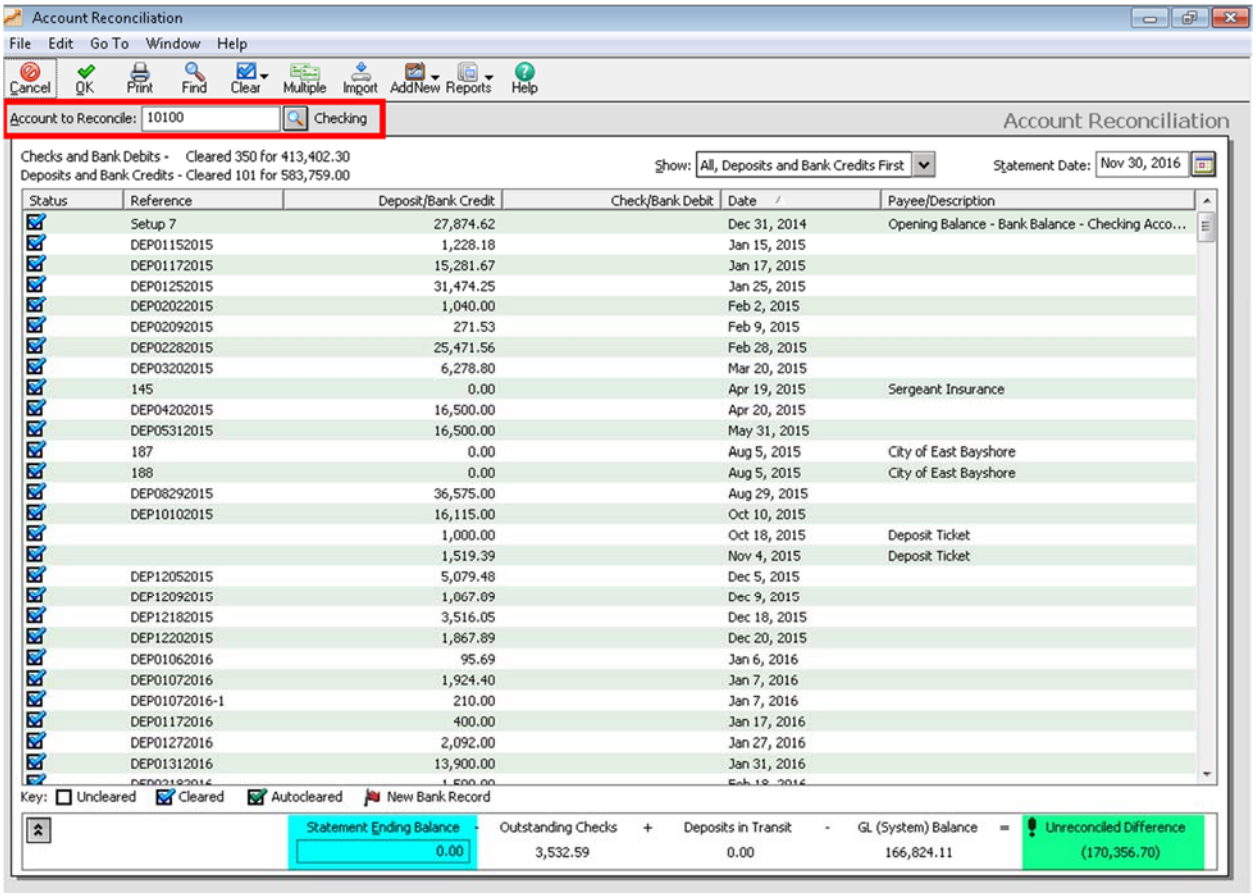


Figure 3-25: The Account Reconciliation window.

3. Open the **Account to Reconcile** list and choose a bank account (highlighted in red in Figure 3-28).
4. For the **Statement Date** located at the right edge of the window, select the last date of the month before the day you converted to Sage 50. For example if you converted on December 15, 2016, select November 30, 2016 as the Statement Date.
5. Using the QuickBooks Check and Deposit Detail reports, mark all of the checks and deposits that have cleared. You can click the check box in the Status column or you can click the **Multiple** button at the top of the window to display the Clear Transactions dialog box shown in Figure 3-26, where you can enter a date range or reference number range and clear the entire group quickly.

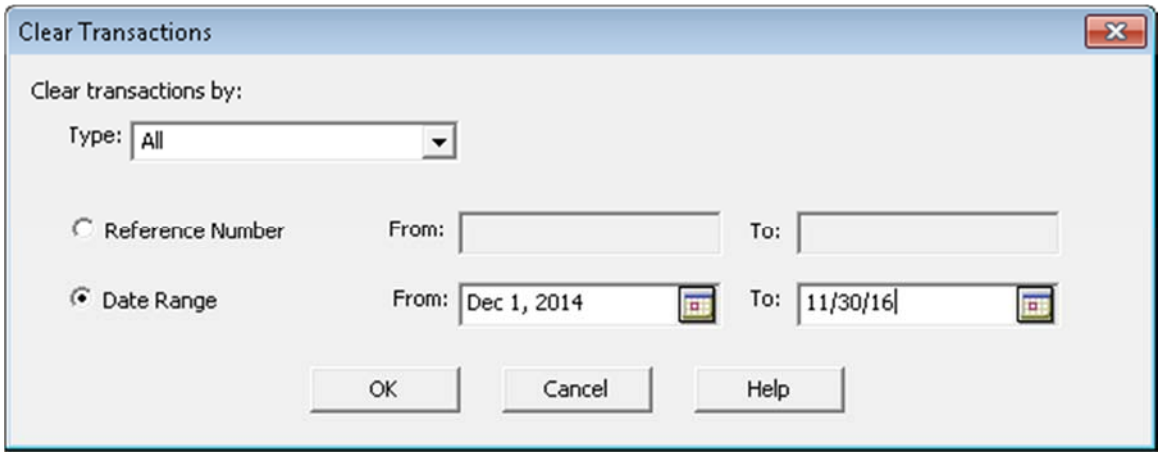


Figure 3-26: Use the Clear Transactions dialog box to quickly mark a group of transactions.

6. Finally, in the **Statement Ending Balance** field at the bottom left side of the window and highlighted in cyan in Figure 3-28, enter the **Unreconciled Difference** amount that appears at the bottom right side of the window, highlighted in green in Figure 3-28. Making this entry ensures that future account reconciliation reports are accurate.
7. Click **OK** to save.

Repeat these steps for each bank account, and we also recommend that you reconcile Undeposited Funds Account so that your Account Reconciliation reports will be accurate.

In Sage 50, you can reconcile any Cash account, and we suggest that you reconcile all cash accounts. Reconciling a cash account marks transactions as cleared; during the purging process—usually performed at the same time you close the year—Sage 50 removes cleared transactions for the year you choose to purge. Removing these transactions keeps your data files smaller—always a good thing.



If you converted transactions and prepared payroll for your QuickBooks company, the balance of the bank account(s) from which you issued paychecks won't be correct in Sage 50 at this point. You need to update, as described in Chapter 4 (page 81), the Sage 50 accounts in your general ledger that are affected by payroll—your payroll bank account, payroll liability accounts, and payroll expense accounts.

The Finishing Touches…

If you don't prepare payroll for your company, then you're ready to compare your QuickBooks Trial Balance report and your Sage 50 General Ledger Trial Balance report once again.

Don't forget that Sage 50 doesn't support subaccounts, so, some account balances—typically income or expense accounts—may appear to be incorrect but actually simply

need to be combined. For any accounts that don't match, see Chapter 5 for information on how to proceed.

Once your balances match, you're ready to start using your new Sage 50 company.

If you do prepare payroll for your company and you converted transactions, skip the comparison of the Trial Balance reports for now and turn the page to read Chapter 4. After you set up Payroll and enter payroll account beginning balances, you'll be ready to compare the Trial Balance reports.



If you prepare payroll and you converted lists only, the QuickBooks-to-Sage 50 Conversion wizard brought over your general ledger payroll account balances—you'll see them on your Sage 50 Trial Balance report—but the wizard did *not* bring over payroll wage information for employees. You need to read Chapter 4 to set up payroll before you start using your Sage 50 company; you'll just skip the section in Chapter 4 that describes how to establish payroll account balances.

Chapter 4

Setting Up Payroll

Although the QuickBooks-to-Sage 50 Conversion wizard can convert employee name and address information—basic list information—the wizard unfortunately cannot convert wage information and much of the information you need to run payroll.

In this chapter:

- In this chapter, we're going to walk through the process you follow if you opt to handle payroll internally, and we assume that you will also subscribe to the Tax Update Service.
- We also assume that you didn't take start your new company on January 1—and therefore, you've got some background information for payroll that you need in your new company.



The information in this chapter applies to both list only converters and to transaction converters; list only converters should skip the section, "Establishing Payroll Account Balances" (page 107).

You have some options for handling payroll:

* You can subscribe to Sage 50's Full Service Payroll, which is an external service powered by CompuPay. If you choose this option, you don't need to do anything described in this chapter.
* You can opt to handle payroll internally, in which case you'll need to run the Payroll Setup wizard to establish the payroll settings for your company.



If you want Sage 50 to calculate payroll taxes, deductions, and benefits, you'll need to purchase a subscription to a Sage 50 Payroll Solution; these solutions include the Sage Tax Update Service. If you don't purchase a payroll solution, you will need to manually calculate and enter payroll check amounts, complete payroll tax forms, and track all changes to tax laws. Contact Sage at 877-336-1420 or a Sage 50 Certified Consultant to purchase a subscription or you can purchase a subscription online—the Payroll Setup wizard provides the link you'll need.

The process involved in setting up your company to use payroll involves four general steps:

1. Using the Payroll Setup wizard to set up payroll information such as the deductions you offer,
2. Establishing company defaults for employee information,
3. If you converted transactions, entering a journal entry to record your year-to-date payroll account balances, and
4. Entering beginning balances for employees to make sure that payroll reports—particularly W-2's and quarterly reports for filing taxes—are correct.

Getting Started with the Payroll Setup wizard

You run the Payroll Setup wizard to establish basic payroll information, such as the state in which employees work, 401k and other deductions, and vacation and sick time.

As you answer the prompts in the Payroll Setup wizard, Sage 50 will create most of the common payroll fields used in calculating payroll deductions and taxes. For example, one window in the wizard asks you to supply your company's unemployment percentage. Based on the percentage you enter, Sage 50 creates the state unemployment insurance (SUI) employer tax field and calculation formula that applies to it.

The Sage 50 Payroll Setup wizard helps you establish the following payroll-related information:

* State and locality defaults
* State unemployment percentage and limit
* General ledger account defaults for payroll fields
* Common federal and state payroll fields for employee-paid and company-paid taxes
* Payroll fields for employee vacation and sick time
* Payroll fields for employee and employer contributions to retirement plans (401K, 403(b), etc.), insurance plans, and flexible spending accounts
* Payroll fields for employee tips and meals



*You don't have to work all the way through the Payroll Setup wizard in one sitting. Instead, you can click the **Save for Later** button on any window in the wizard and then return to it to at a later time to complete payroll setup.*

To start the Payroll Setup wizard, on the Employees and Payroll tab, click the Payroll Setup button and then select **, Payroll Setup Wizard**. Sage 50 displays the opening window of the wizard, which explains the types of actions you'll be taking as you walk through the wizard (see Figure 4-1).

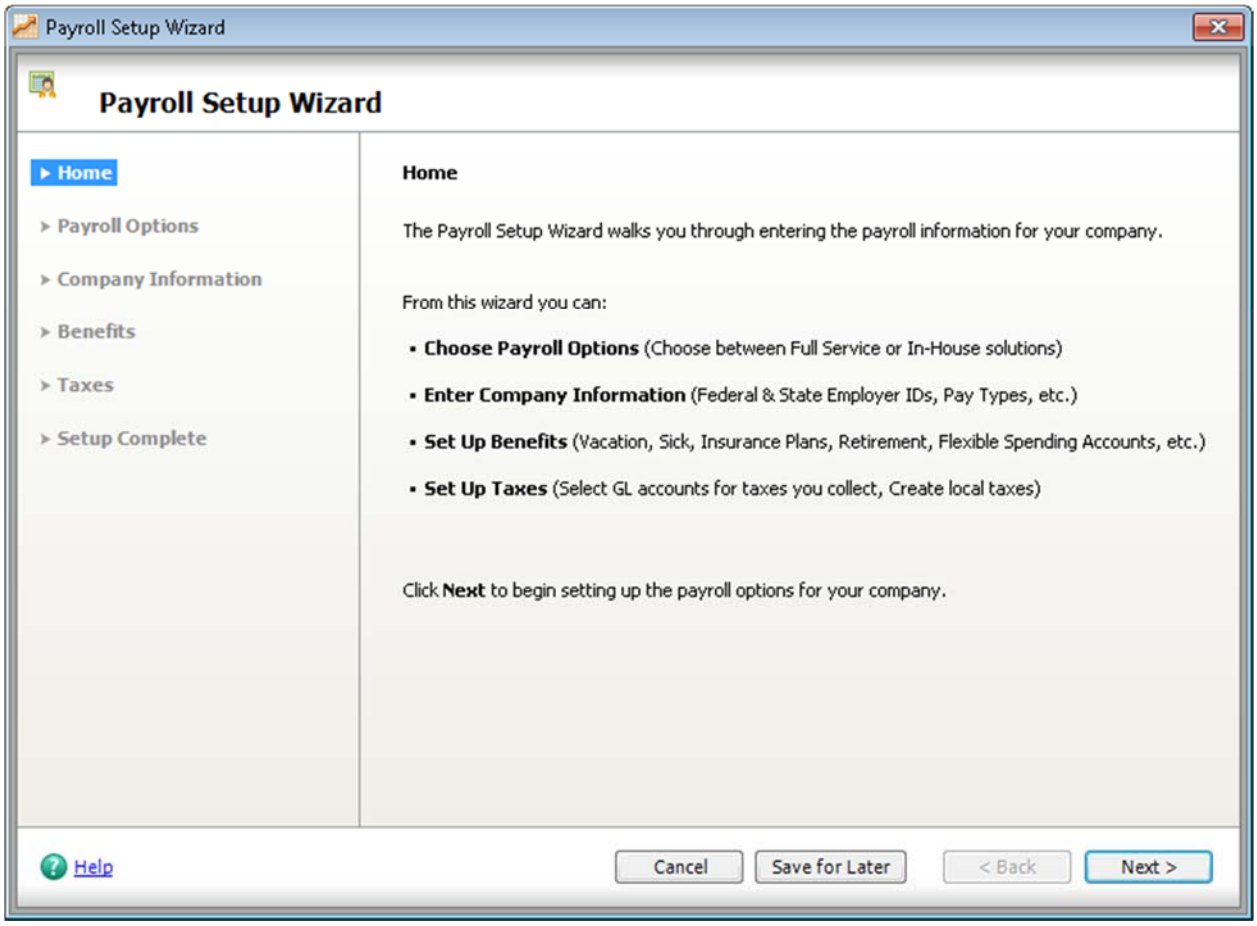


Figure 4-1: The opening window of the Payroll Setup wizard.

Click **Next** to display the Payroll Options window of the wizard (see Figure 4-2).

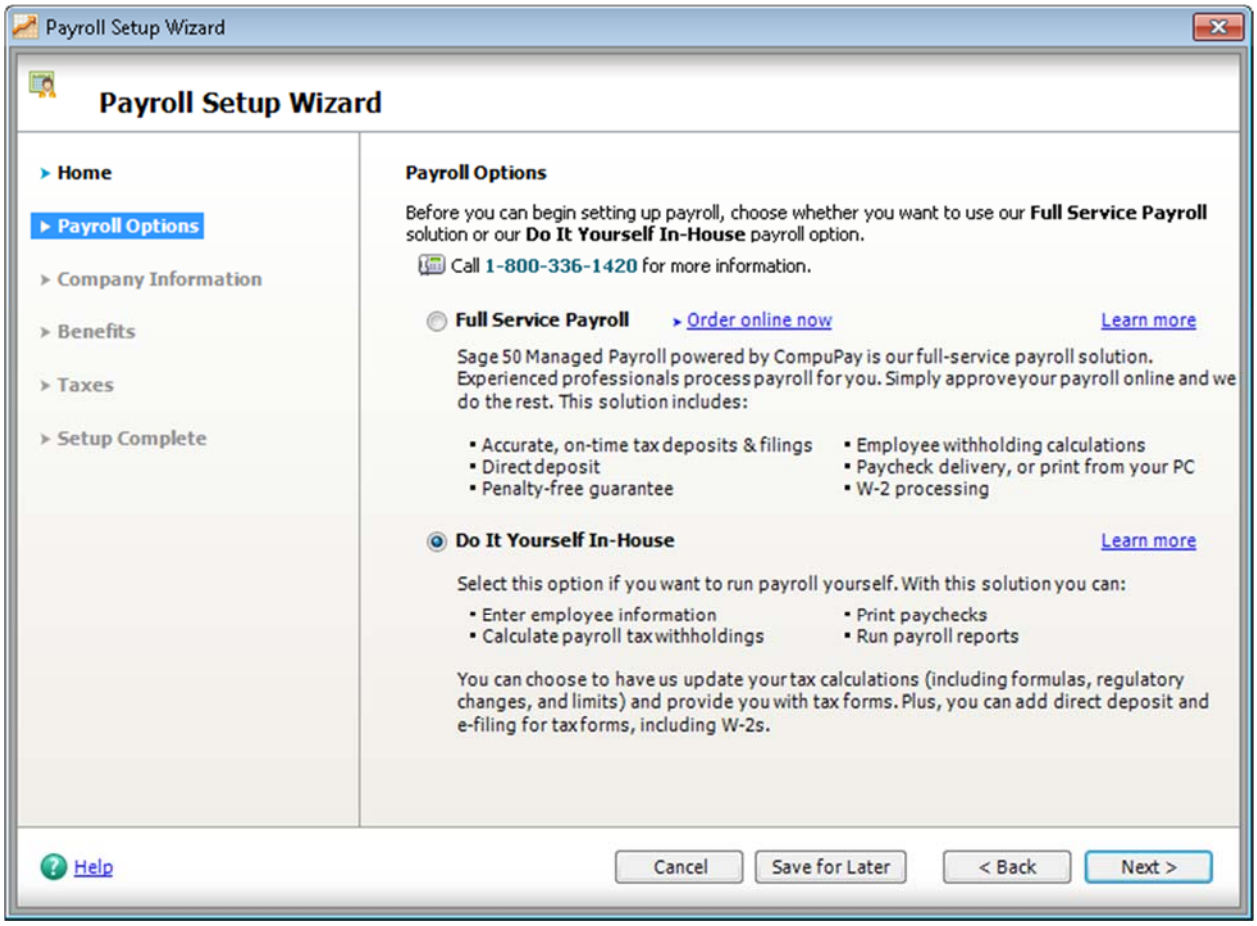


Figure 4-2: Use this window to select how you want to handle payroll.

If you choose the Full Service Payroll option, you need to order it online, and then you don't need to complete anymore of the Payroll Setup wizard. But, as we explained earlier, we're assuming that you plan to prepare payroll in-house, so click the **Do It Yourself In-House** option and then click **Next**. The second screen of Payroll Options appears (see Figure 4-3).

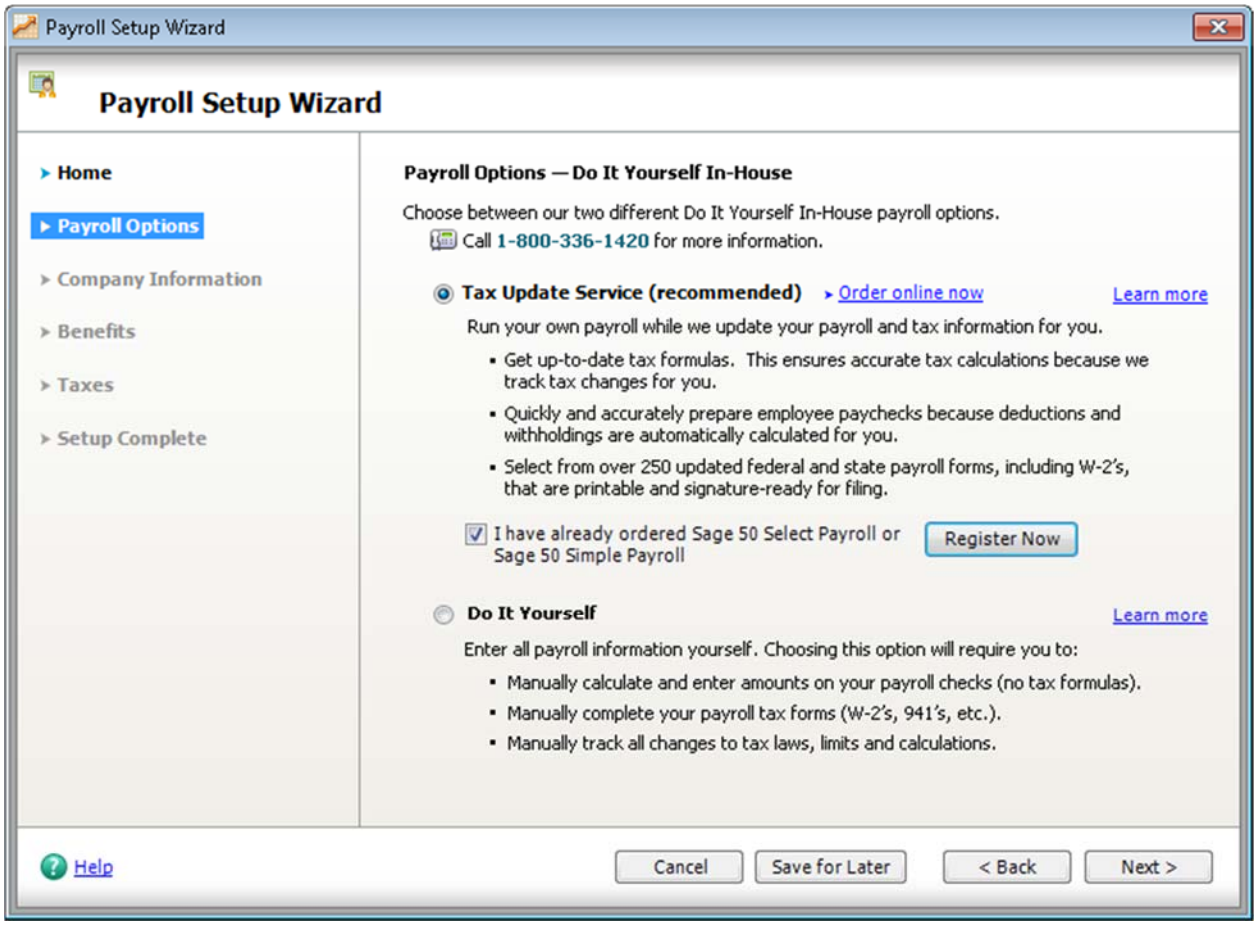


Figure 4-3: Order a payroll subscription and register it.

Use this window to indicate that you want to subscribe to the Tax Update Service. By subscribing, you ensure that Sage 50 calculates payroll accurately.

If you have not yet purchased your Payroll Subscription, call 1-800-336-1420 or click the **Order Online Now** link, and a web page will appear, where you can purchase the Simple Payroll solution or the Select Payroll solution, depending on your need for e-filing tax forms. The Managed Payroll solution that appears on the web page is the choice to make if you want to completely out-source payroll to CompuPay. After you purchase your payroll subscription, you'll be supplied with a registration number. In the Payroll Setup wizard, check the **I have already ordered Sage 50 Select Payroll or Sage 50 Simple Payroll** and then click the **Register Now** button. A dialog box appears where you can enter your registration number; when you click **OK**, a message appears, letting you know that you successfully registered your payroll subscription; the message also lets you know when your subscription ends—typically in November, you'll need to update the subscription to include the following year's tax updates.

Click **Next** to display the Other Payroll Options window (see Figure 4-4).

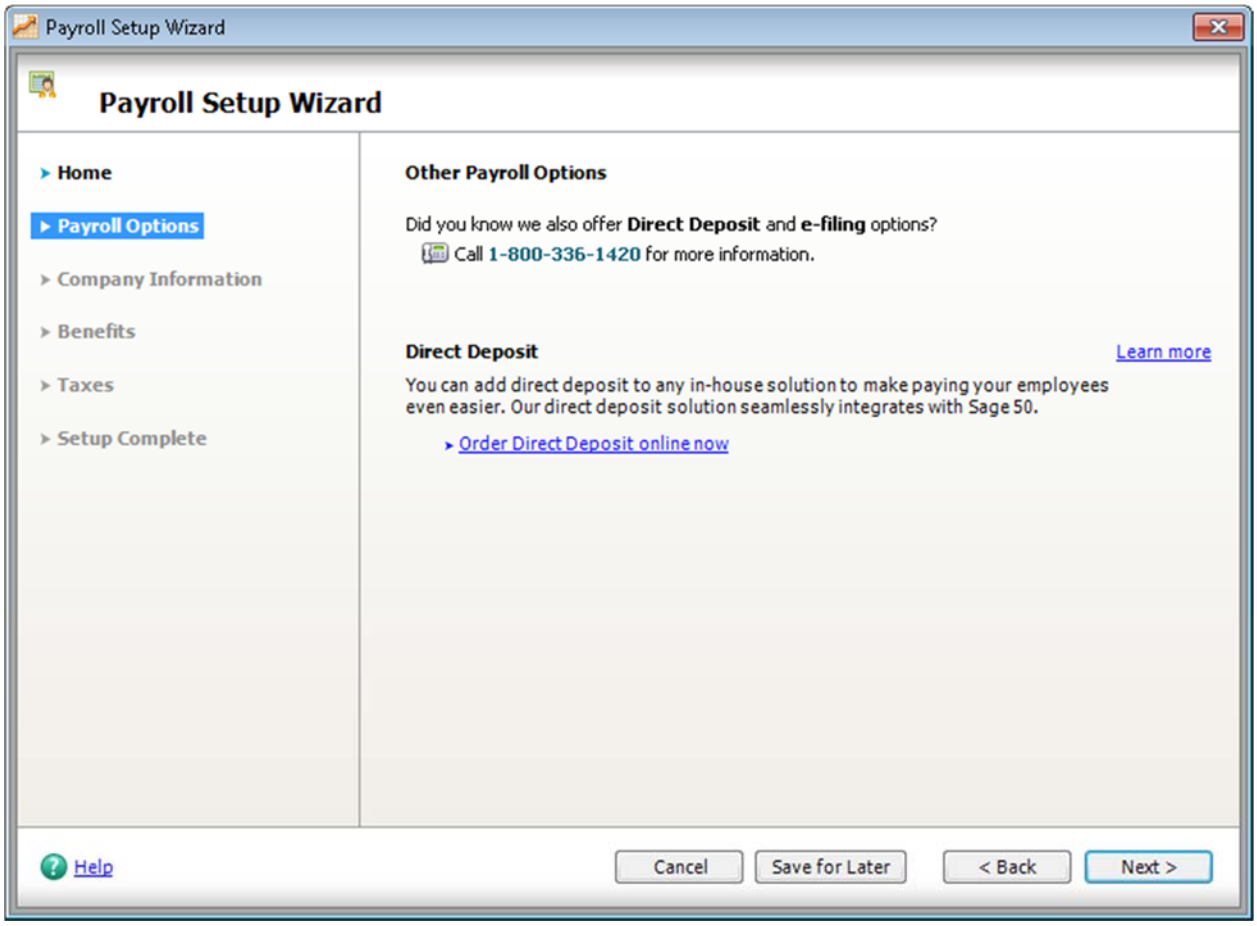


Figure 4-4: Use this window to order direct deposit services.

If you need direct deposit services, contact a Sage 50 Certified Consultant, call 1-800-336-1420, or click the **Order Direct Deposit Online** link to order the service.

Click **Next** to display the Company Information window (see Figure 4-5).

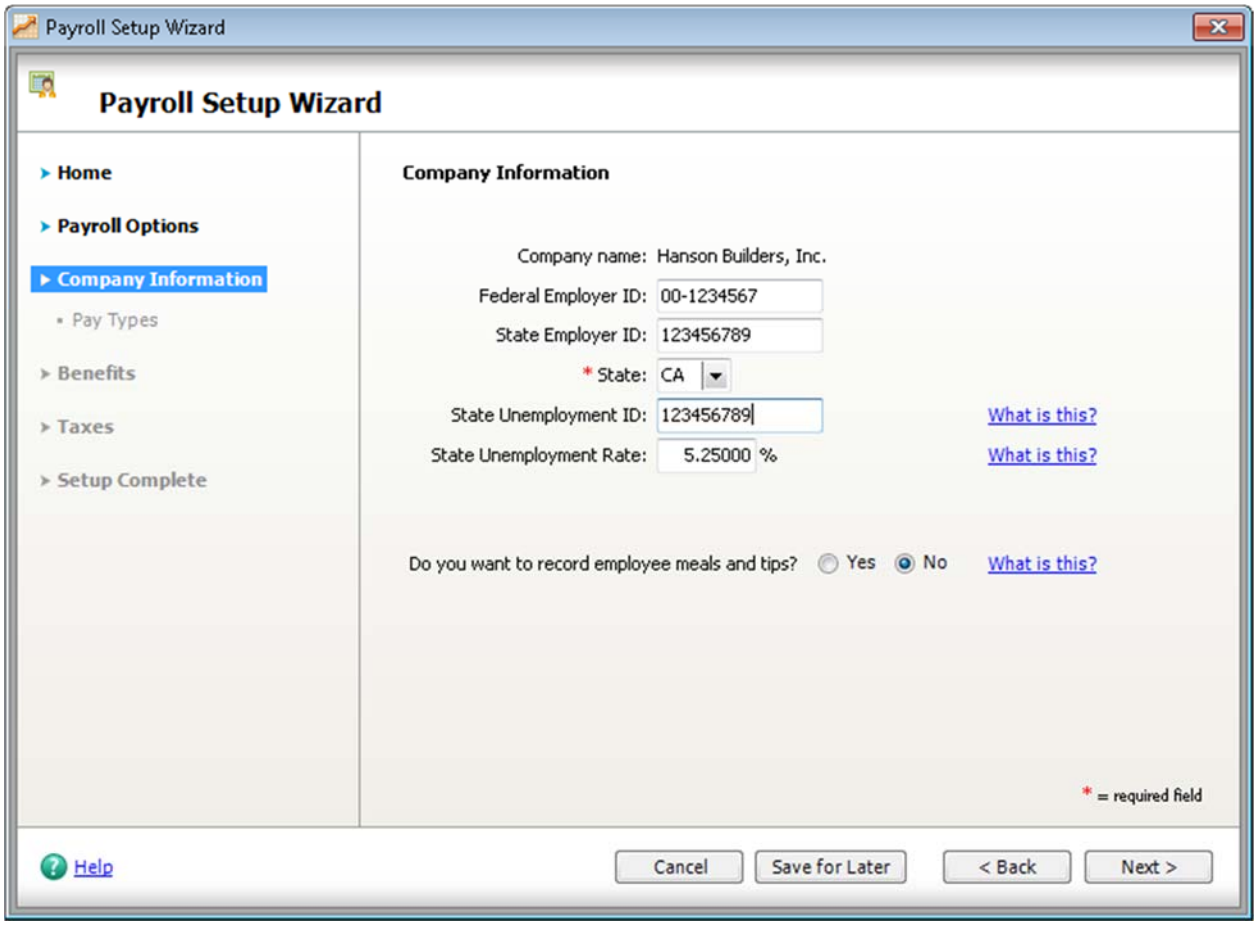


Figure 4-5: The Company Information window.

Sage 50 enters as much of this information for you as it can, using the information you stored in the Maintain Company Information window. If you didn't supply your State Unemployment ID number in the Maintain Company Information window, you'll need to enter it here, along with your company's unemployment rate (entered as a percentage). And, if you need to record employee meals and tips, click **Yes**; otherwise, click **No**.

Click **Next** to display the Pay Types window (see Figure 4-6).

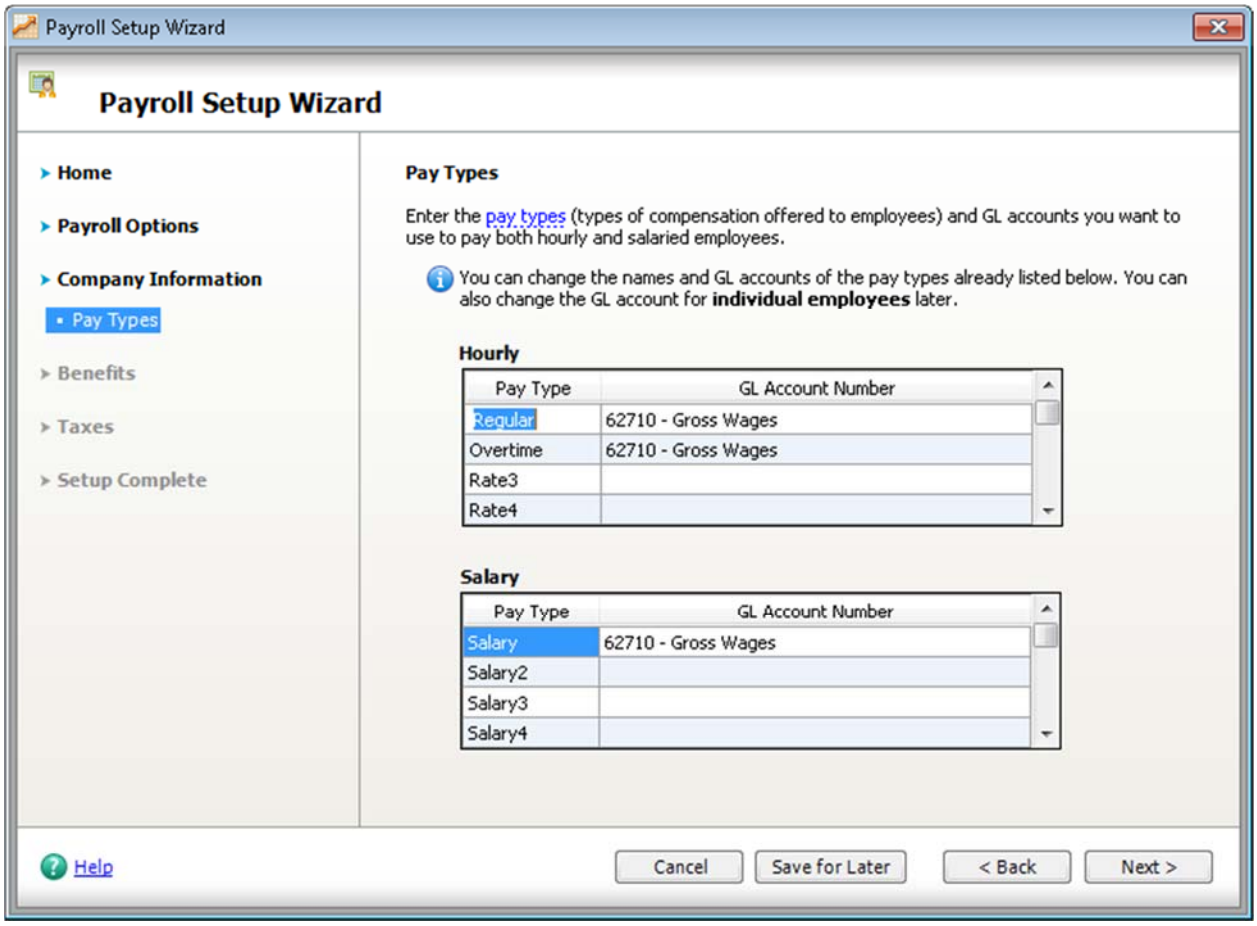


Figure 4-6: Establish default types of pay you use when paying employees and assign each pay type to a general ledger account.

Use this window to name the types of pay you need to include on paychecks. In addition, assign each pay type you use to a general ledger account. Generally, pay types refer to types of wages and you assign wages to an expense account. In this window, you're defining general pay types and a default wage expense account for your company. These aren't carved in stone; you can change both pay type names and default accounts at any time. You also can change the pay type and general ledge account assigned to any specific employee at any time.

Click **Next** to display the Benefits window shown in Figure 4-7.

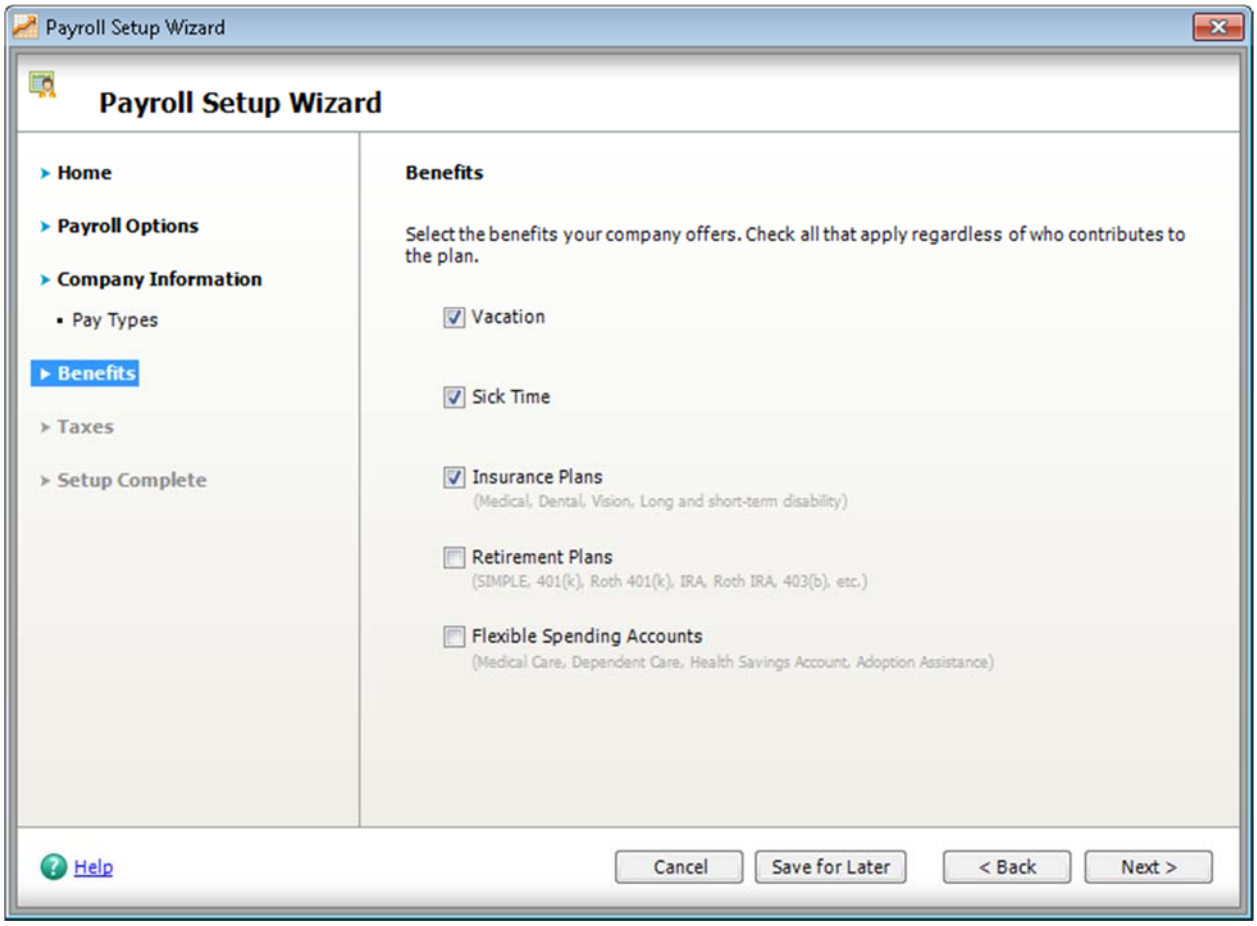


Figure 4-7: Select the payroll benefits you want to establish.

Identify the types of benefits you want to set up for payroll. For this example, we'll walk you through setting up and tracking both vacation and sick leave and two insurance plans.

Click **Next**. The next windows of the wizard focus on vacation and sick leave tracking, and the Vacation window appears in Figure 4-8. In our sample scenario, each employee earns, by default, 40 hours each of vacation and sick time over the course of a year. The hours are accrued as the employees work, and the hours do not carry over at the end of the year. As you'll see in the windows that follow, you can set up vacation and sick leave tracking in many ways.

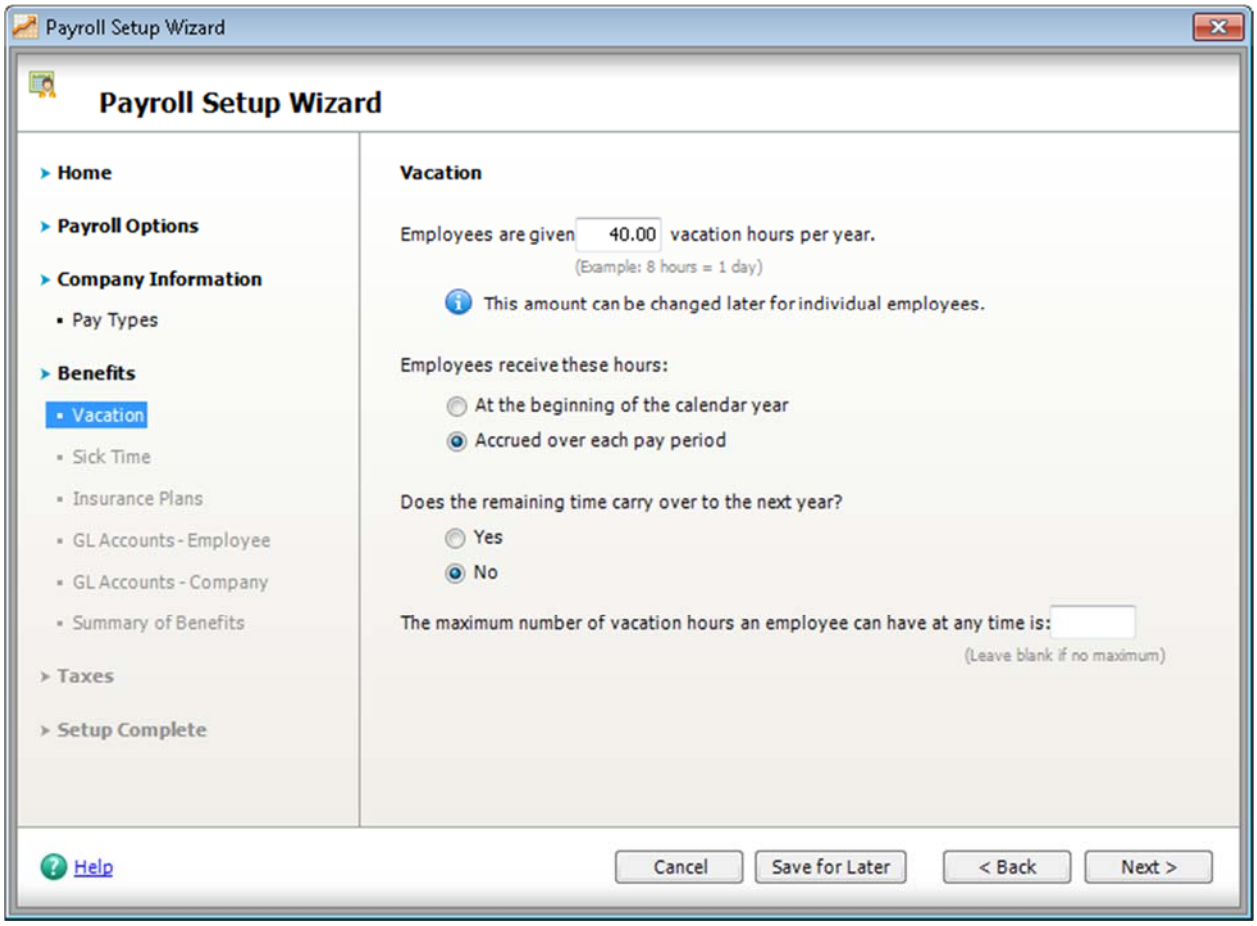


Figure 4-8: Set up the vacation time benefit.

Establish how you handle accruing and using vacation time. If you use a formula to calculate the number of vacation hours your employees earn, enter 40 hours in this window; later, after you complete the Payroll Setup wizard, you can re-run the wizard and this window will offer you the opportunity to enter your formula.

Click **Next** to display the Sick Time window shown in Figure 4-9.

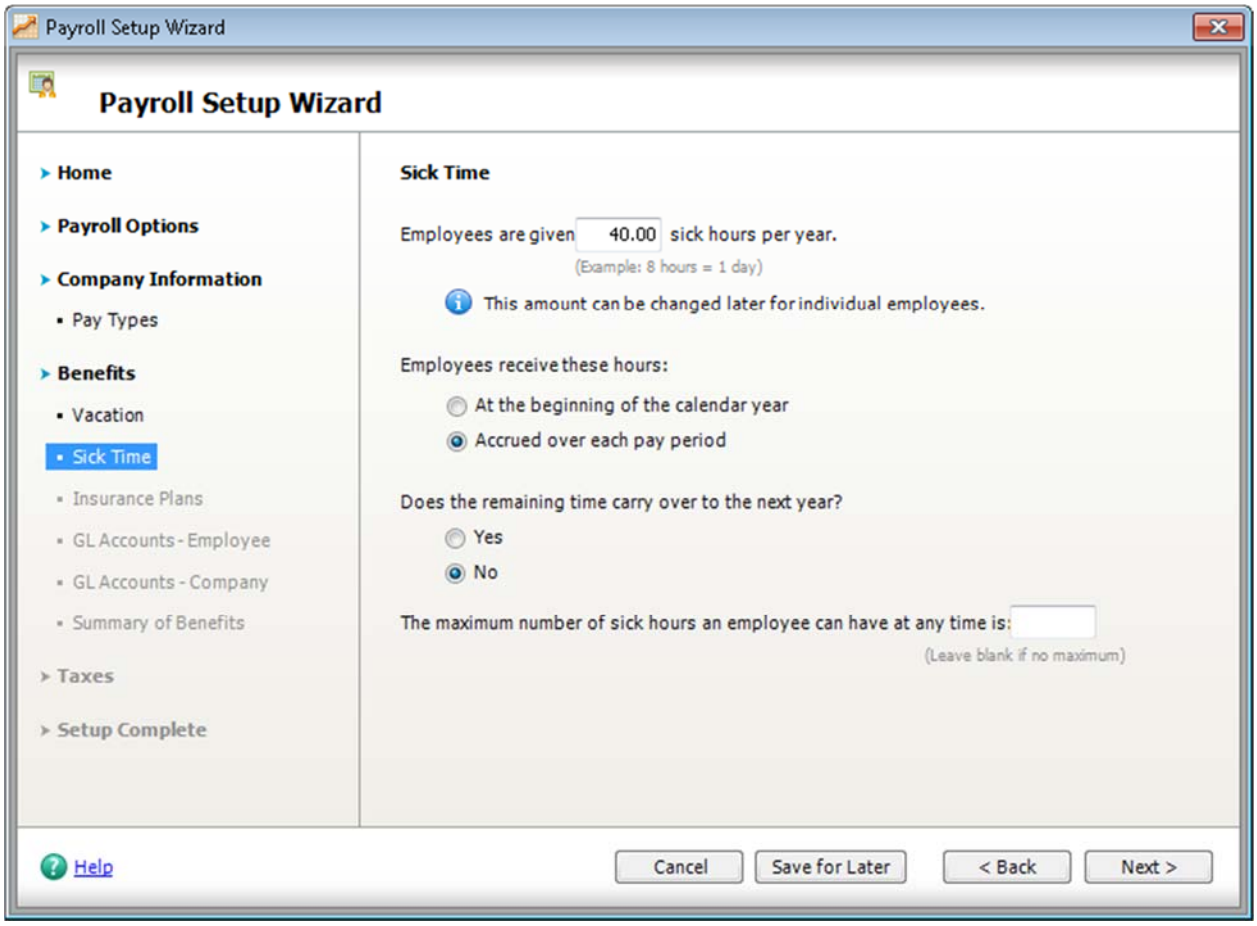


Figure 4-9: The Sick Time window.

As with vacation time, set the options your company uses for employees to accrue and use sick leave. Again, if you use a formula to calculate the number of vacation hours your employees earn, enter 40 hours in this window; later, after you complete the Payroll Setup wizard, you can re-run the wizard and this window will offer you the opportunity to enter your formula.

Click **Next** to begin setting up insurance benefits. The window that appears explains that you'll be seeing a series of windows that ask you questions about each insurance plan; Sage 50 will use the answers you provide as the defaults when you set up new employees, but you'll have the opportunity to change the settings for any employee. For example, you might not offer insurance benefits to anyone who has not worked for you for at least one year. You'll be able to remove the benefit from that employee without affecting other employees.

In our example as we walk through the wizard, we'll show you how to set up two forms of insurance: medical and dental. One plan will be paid for entirely by the employee, and the cost of the other plan will be shared by the employee and your company.

Click **Next** to display the Insurance Plans window shown in Figure 4-10.

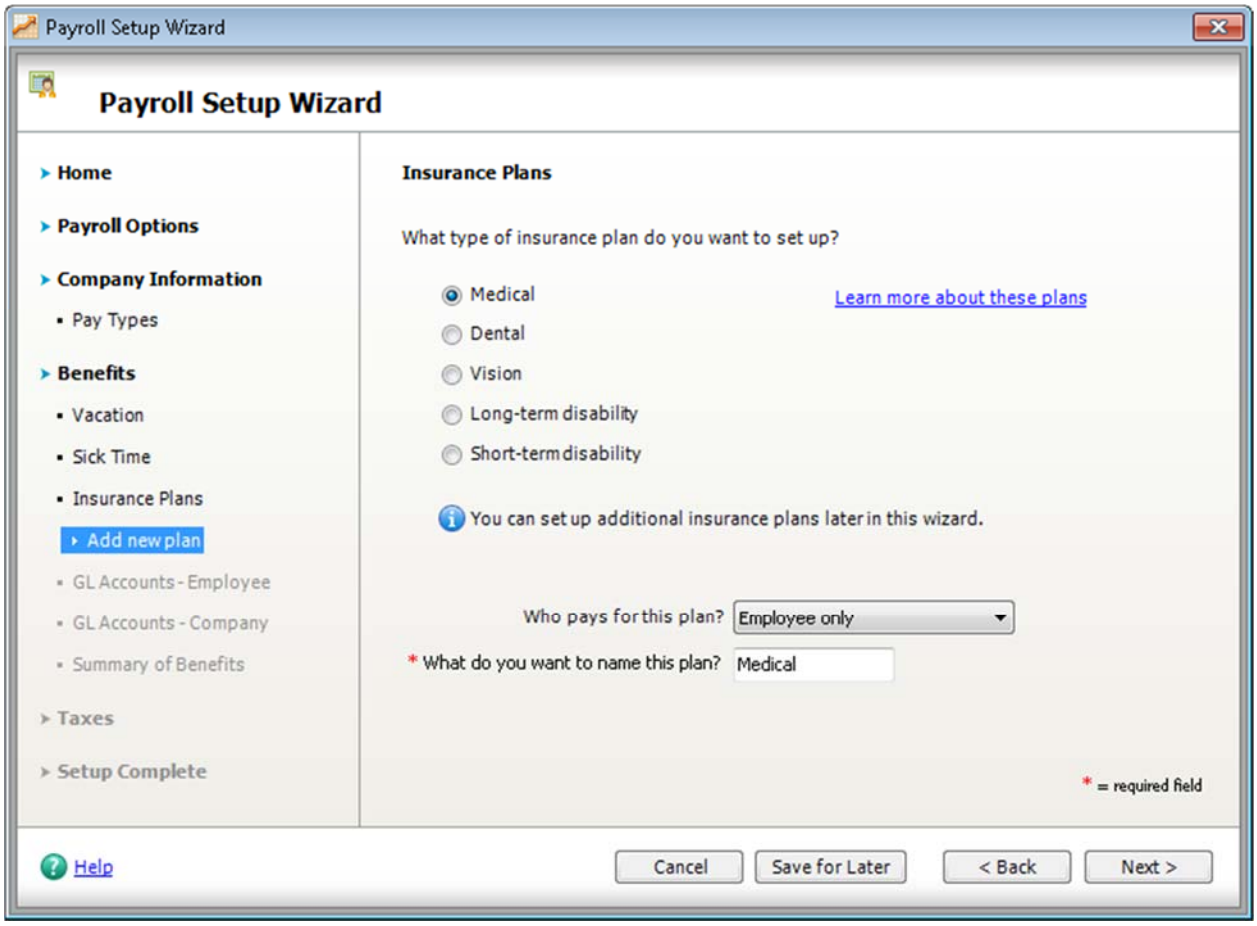


Figure 4-10: The Insurance Plans window.

Use this window to select the first type of insurance plan you want to establish. At the bottom of the window, use the list box to identify who pays for the plan and then provide a name for the plan.

Click **Next** to display the window shown in Figure 4-11.

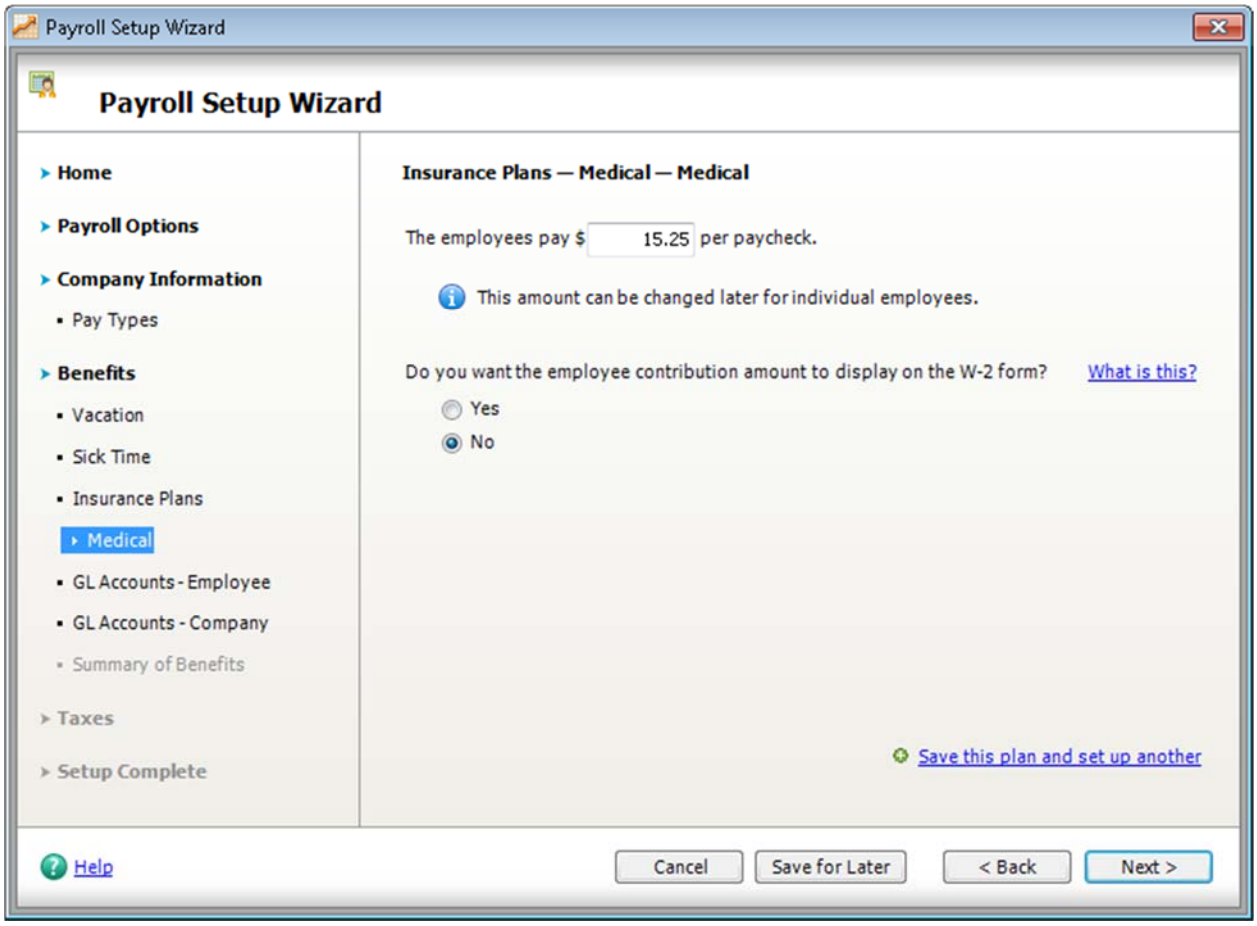


Figure 4-11: Establish the amount of money employees pay per pay period and whether the employee contribution amount should appear on the W-2.

Since this example shows a benefit paid for by the employee, you supply the amount that employees pay per paycheck for this benefit. Also, indicate whether you want Sage 50 to include the employee contribution amount on the employee's W-2 that you print at year end. If you opt to print the information on the W-2, then Sage 50 associates this payroll field to W-2 Box 14. The amount is strictly informational and has no effect on adjusted gross income. If you're not sure whether to print this information on the W-2, consult your accountant.

Click **Next** to display the window shown in Figure 4-12.

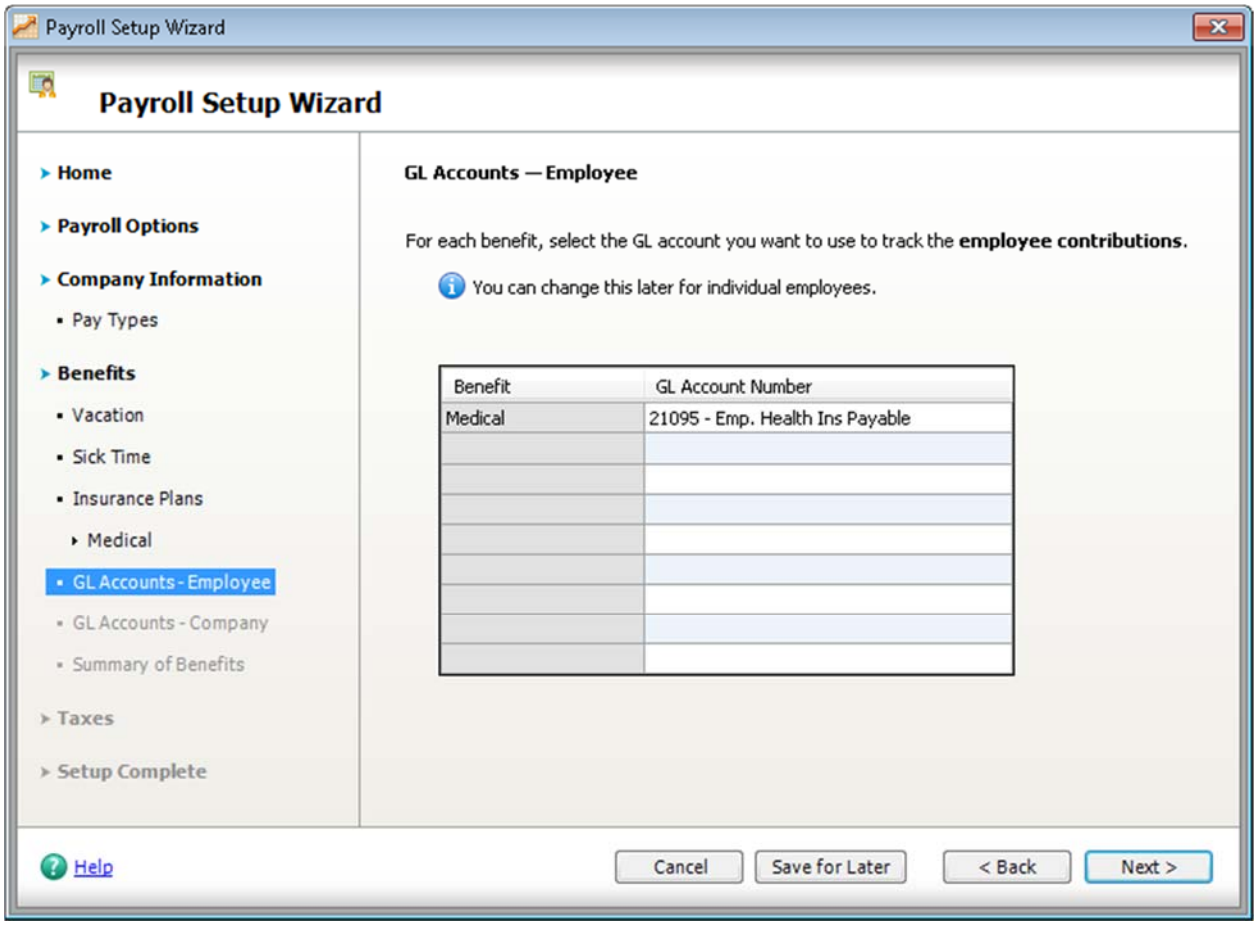


Figure 4-12: The GL Accounts – Employee window.

Use this window to select the general ledger account that you want Sage 50 to use to track the contributions for this benefit. Typically, when you collect money from an employee that you must turn over to an outside entity such as an insurance company, you select an Other Current Liabilities account. And, this window reminds you that you can change this setting later for individual employees.

Click **Next** to display the window shown in Figure 4-13.

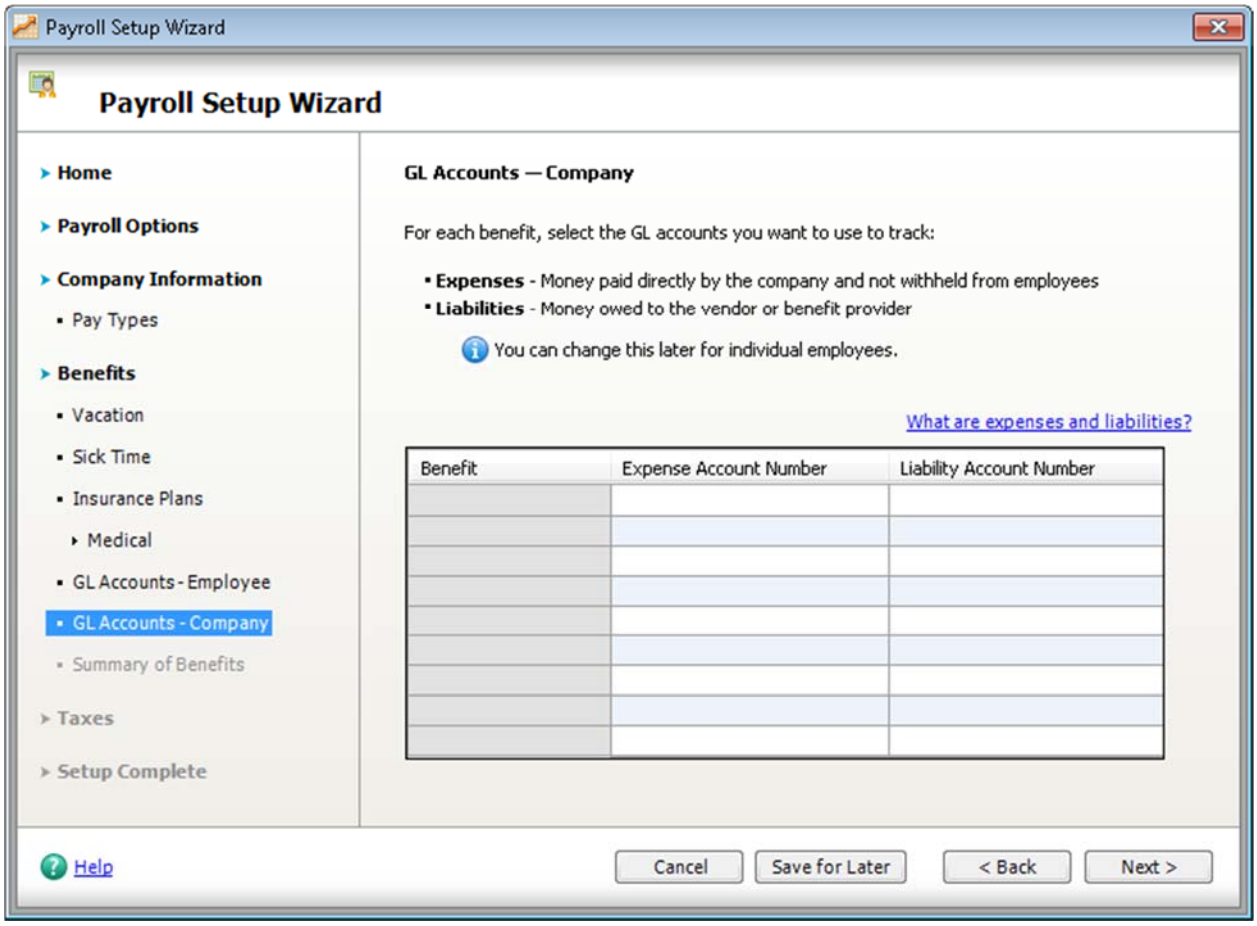


Figure 4-13: The GL Accounts – Company window.

This window appears even if the employee pays the full benefit. So, for our example, you select nothing in this window; in the next example, where we set up Dental insurance as a benefit whose cost is shared by the employer and the employee, you'll make choices in this window.

When you click **Next**, the Payroll Setup wizard displays the Summary of Benefits window shown in Figure 4-14.

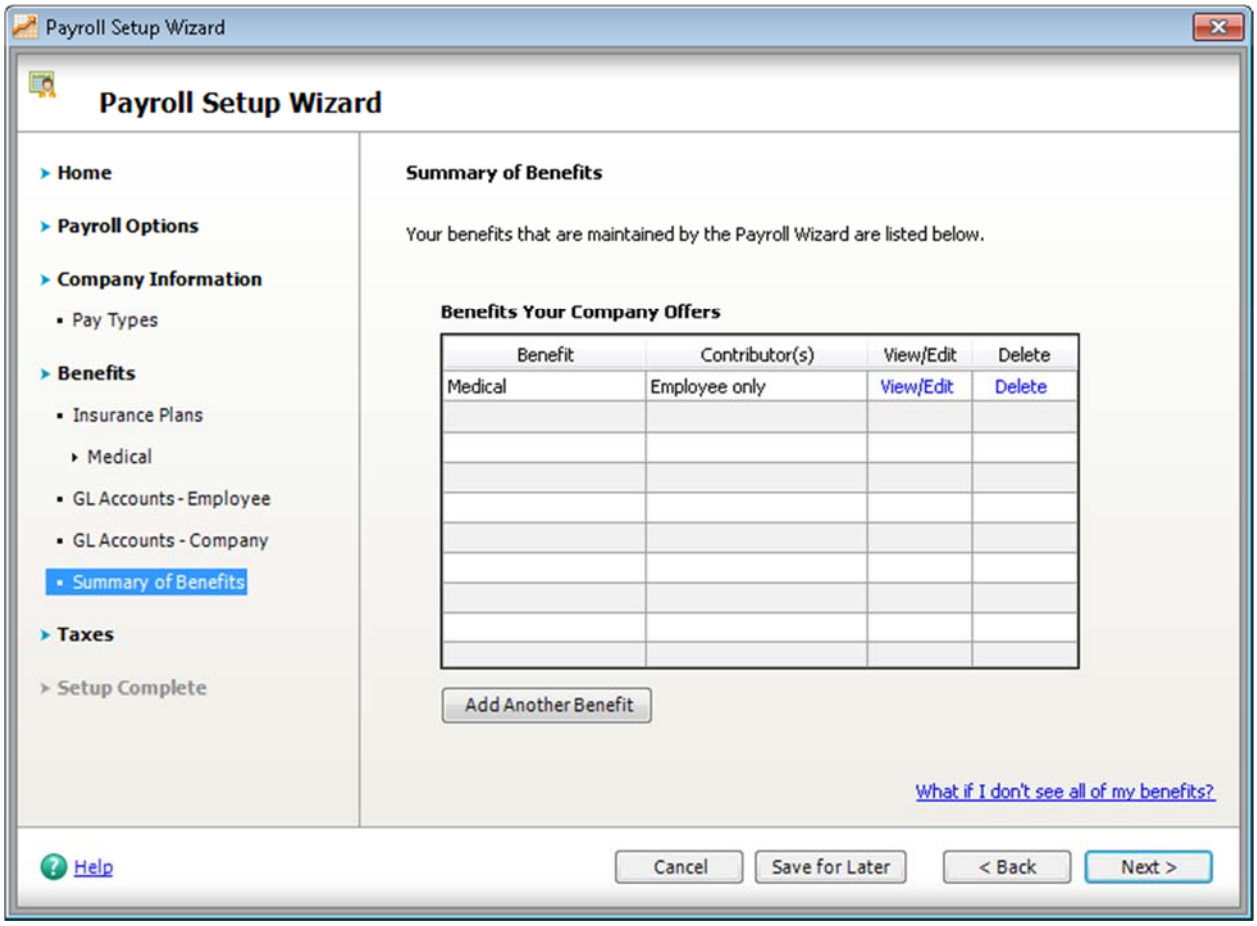


Figure 4-14: The Summary of Benefits window.

In the Summary of Benefits window, you can click **Next** if you have no additional benefits to set up or, for this example, where we'd like to set up the dental insurance benefit, click the **Add Another Benefit** button to display the window shown in Figure 4-15.



If the Add a Benefit dialog box appears, click **Insurance Plan** and then click **OK**.

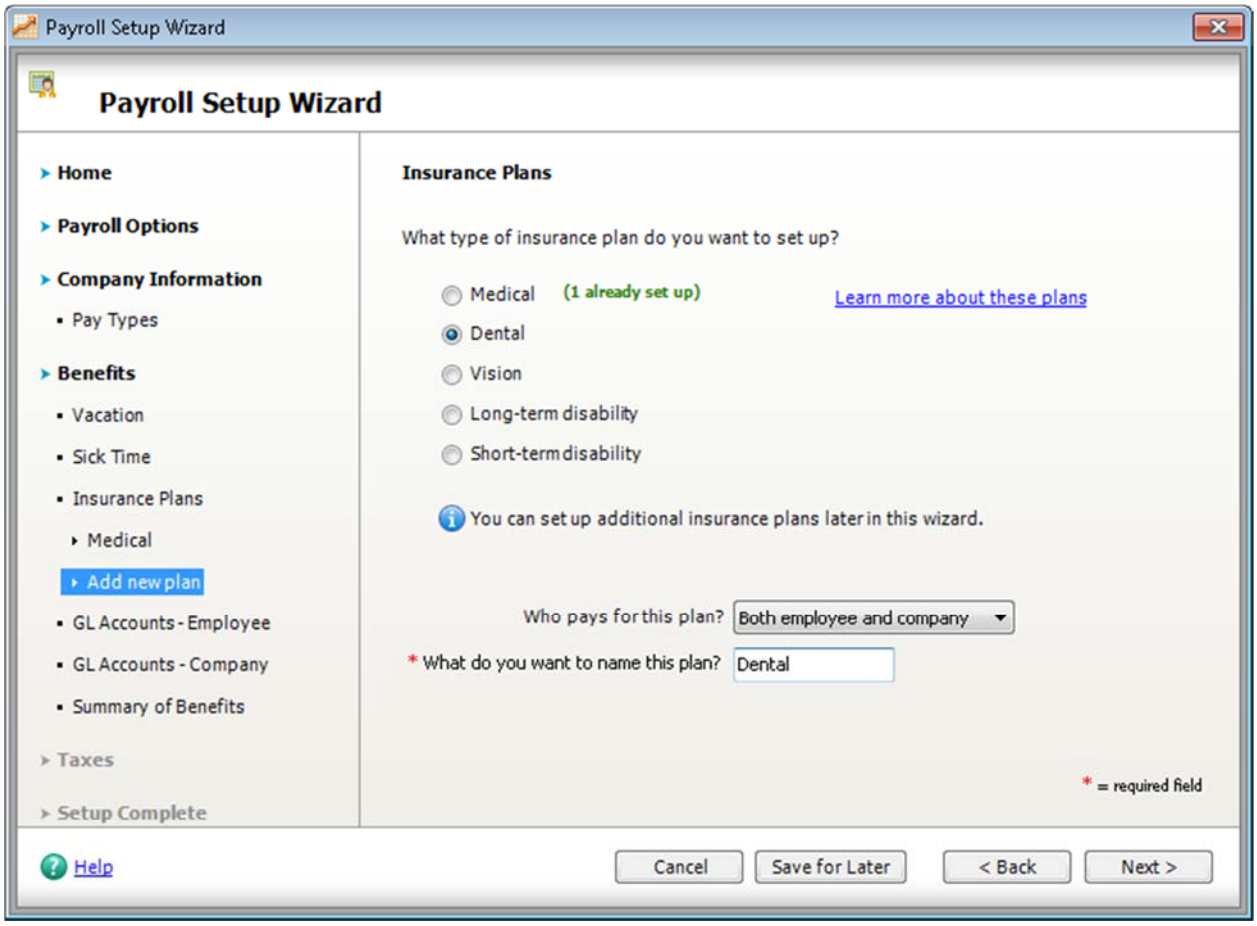


Figure 4-15: The Insurance Plans window after you've set up one type of insurance.

The Payroll Setup wizard redisplays the Insurance Plans window you saw earlier in Figure 4-10, but now the window indicates that one insurance plan has been set up and you're being given the opportunity to set up another. For our example, we're setting up dental insurance as a benefit paid for by both the employee and the company.

After you name your insurance plan, click **Next** to display the window shown in Figure 4-16.

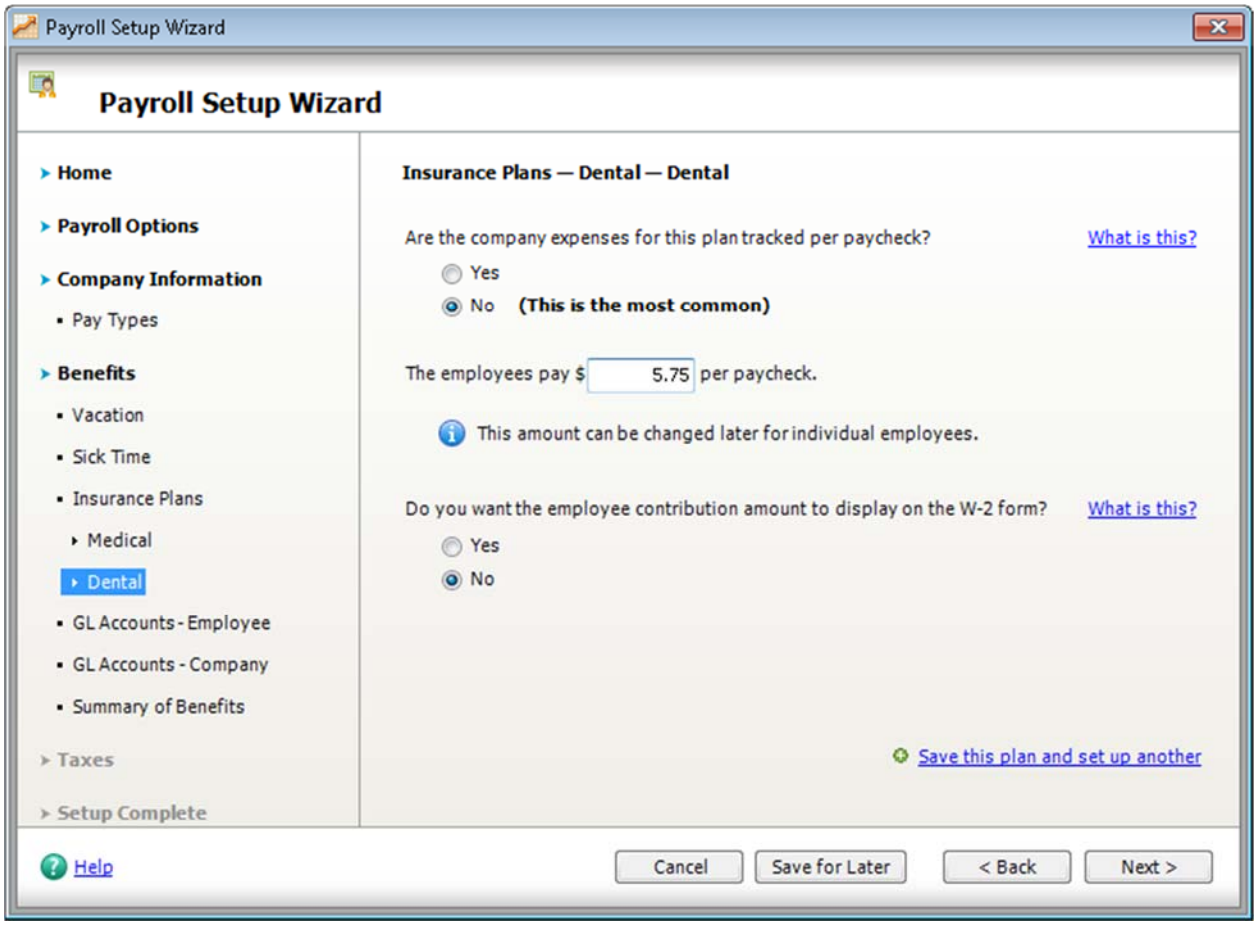


Figure 4-16: Establish the settings for an insurance plan in this window.

Indicate whether your company tracks expenses for this plan per paycheck. Then, identify the amount the employees pay and specify whether the employee contribution amount should appear on the employee's W-2. If you opt to print the information on the W-2, then Sage 50 associates this payroll field to W-2 Box 14. The amount is strictly informational and has no effect on adjusted gross income. If you're not sure whether to print this information on the W-2, consult your accountant.

Click **Next** to see the window shown in Figure 4-17.

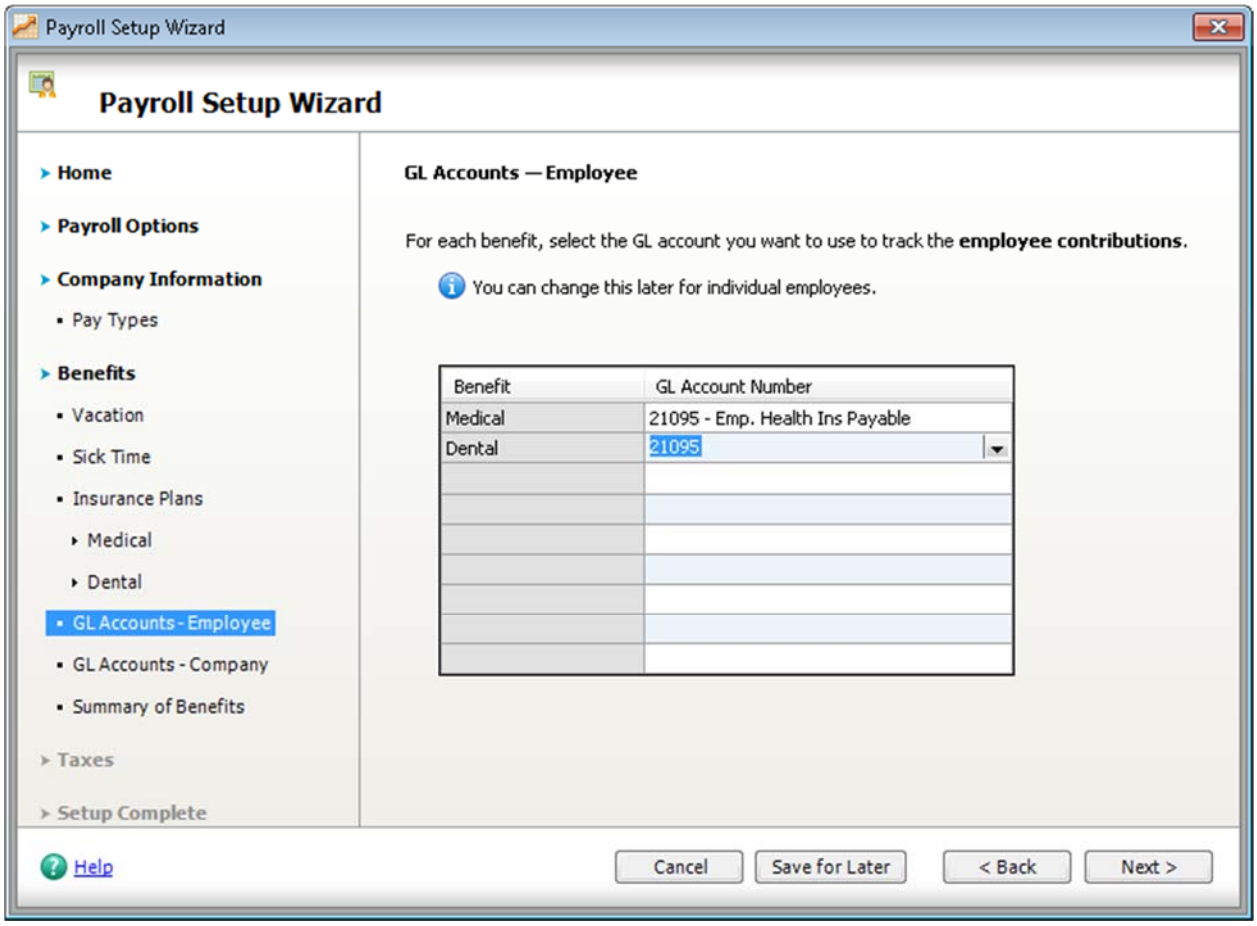


Figure 4-17: The GL Accounts – Employee window.

You saw this window earlier in Figure 4-12. In this version of the window, you've already established the liability account you plan to use to track the employees' contributions that you collect per paycheck for any benefits you've already set up. At this point, you need to select the account you plan to use to track the employees' contributions for this benefit. It's perfectly OK to use the same general ledger account or you can select a different general ledger account. Once again, the type of account used to track employee contributions that you turn over to a third party is typically an Other Current Liabilities account.

Click **Next** to display the GL Accounts – Company window shown in Figure 4-18.

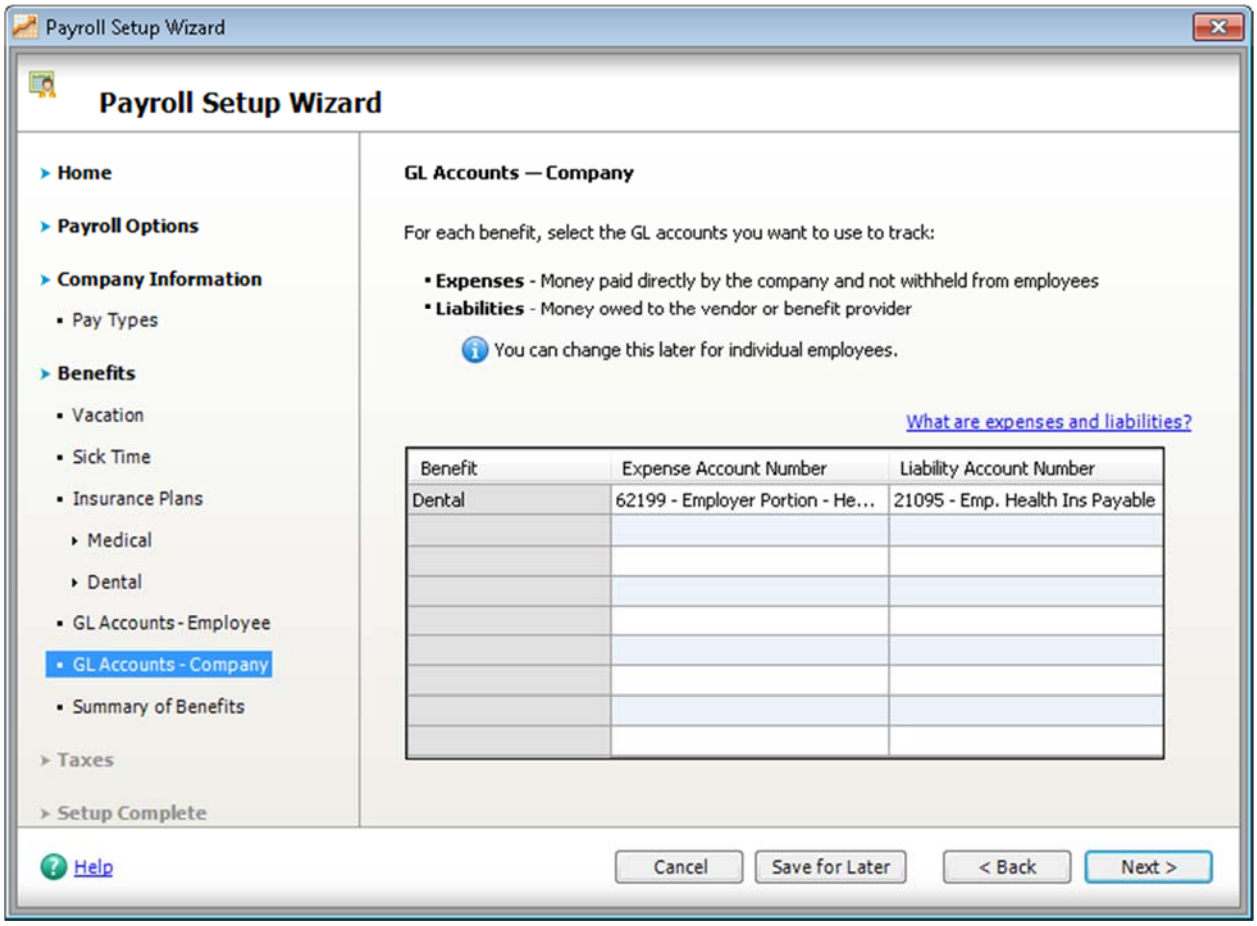


Figure 4-18: The GL Accounts – Company window.

Once again, you saw this window earlier in Figure 4-13. At that time, we were setting up a benefit paid for entirely by the employee, so we left the window blank. In this example, though, we are setting up a benefit for which both the employee and the company pay. So, in this window, select the expense account you want to use to track the portion of the benefit paid by the company. Then, select the liability account you want to use to track the portion of the benefit paid by the employee.

Click **Next** display the window shown in Figure 4-19.

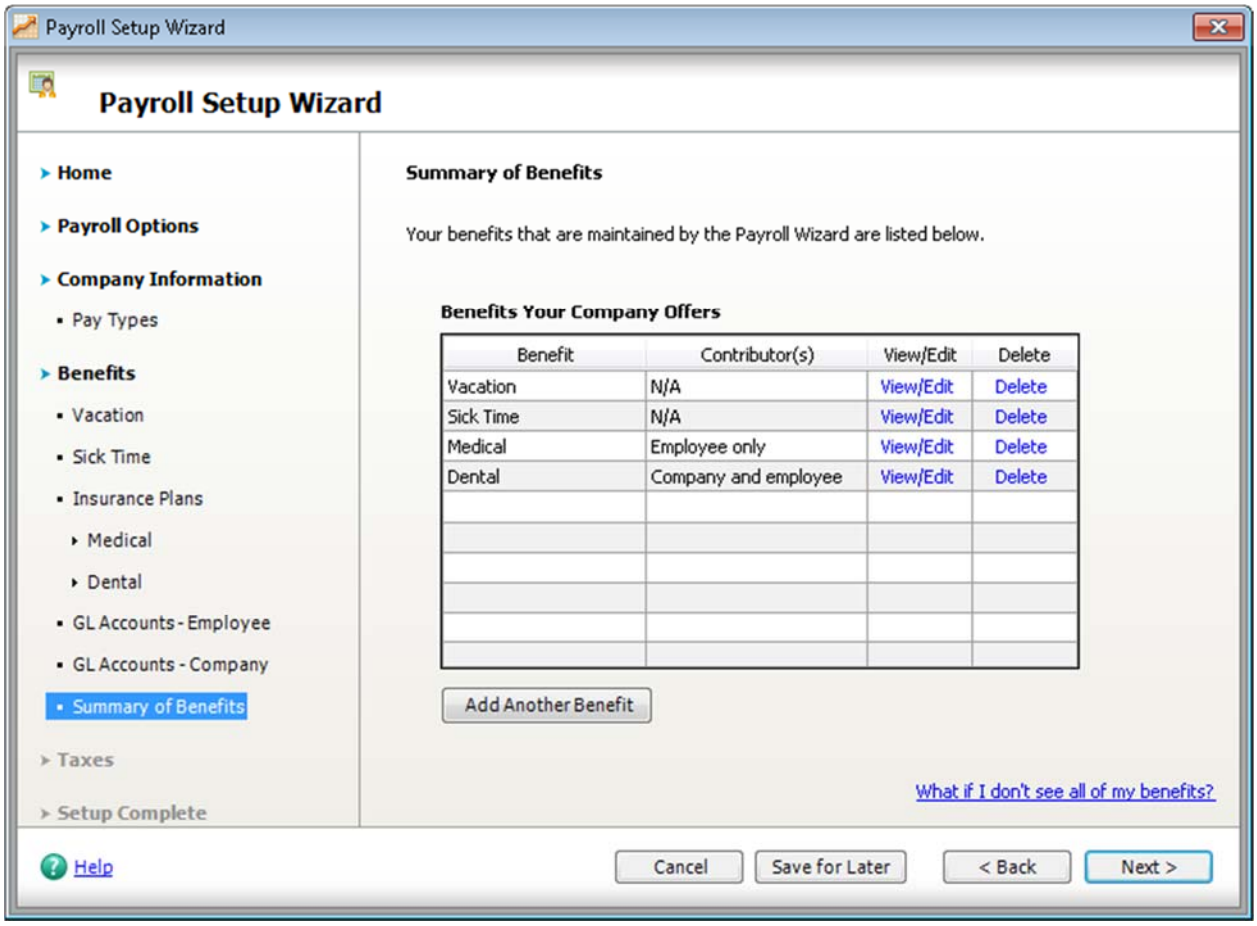


Figure 4-19: The Summary of Benefits window.

Once again, the Summary of Benefits window appears, showing all the benefits you've set up. If you need to add more benefits, click the **Add Another Benefit** button to redisplay a window like the one shown earlier in Figure 4-15. Otherwise, if you've finished setting up benefits, click **Next** to display the Taxes window shown in Figure 4-20.

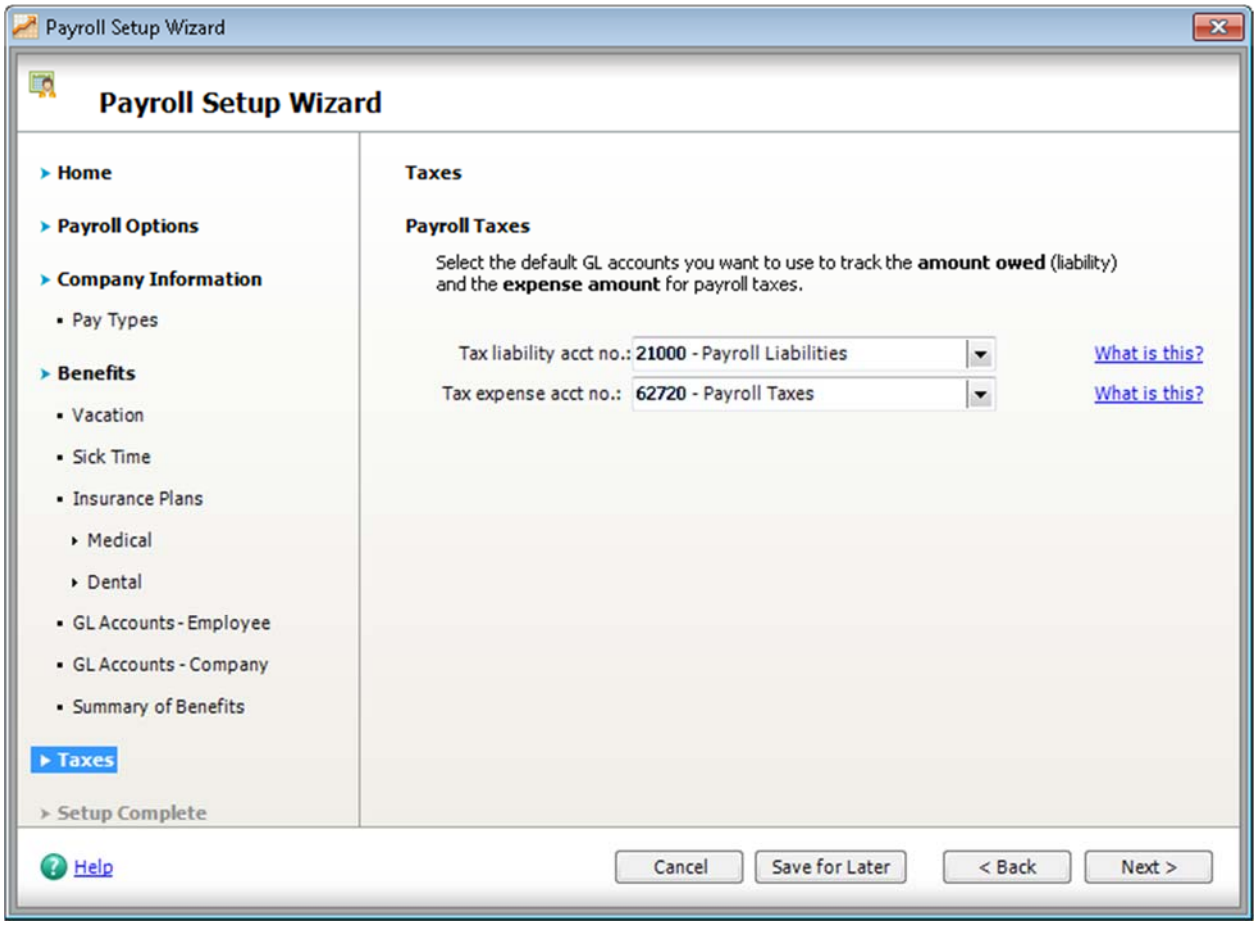


Figure 4-20: The Taxes window.

In this window, select the default general ledger accounts Sage 50 should use to track the liability and expense portions of payroll taxes. Remember, you remit the liability portion to federal and state taxing agencies and the expense portion from your company's income tax reduces the company's net income reported on the company's tax return.

Click **Next** to see last window of the Payroll Setup wizard shown in Figure 4-21.

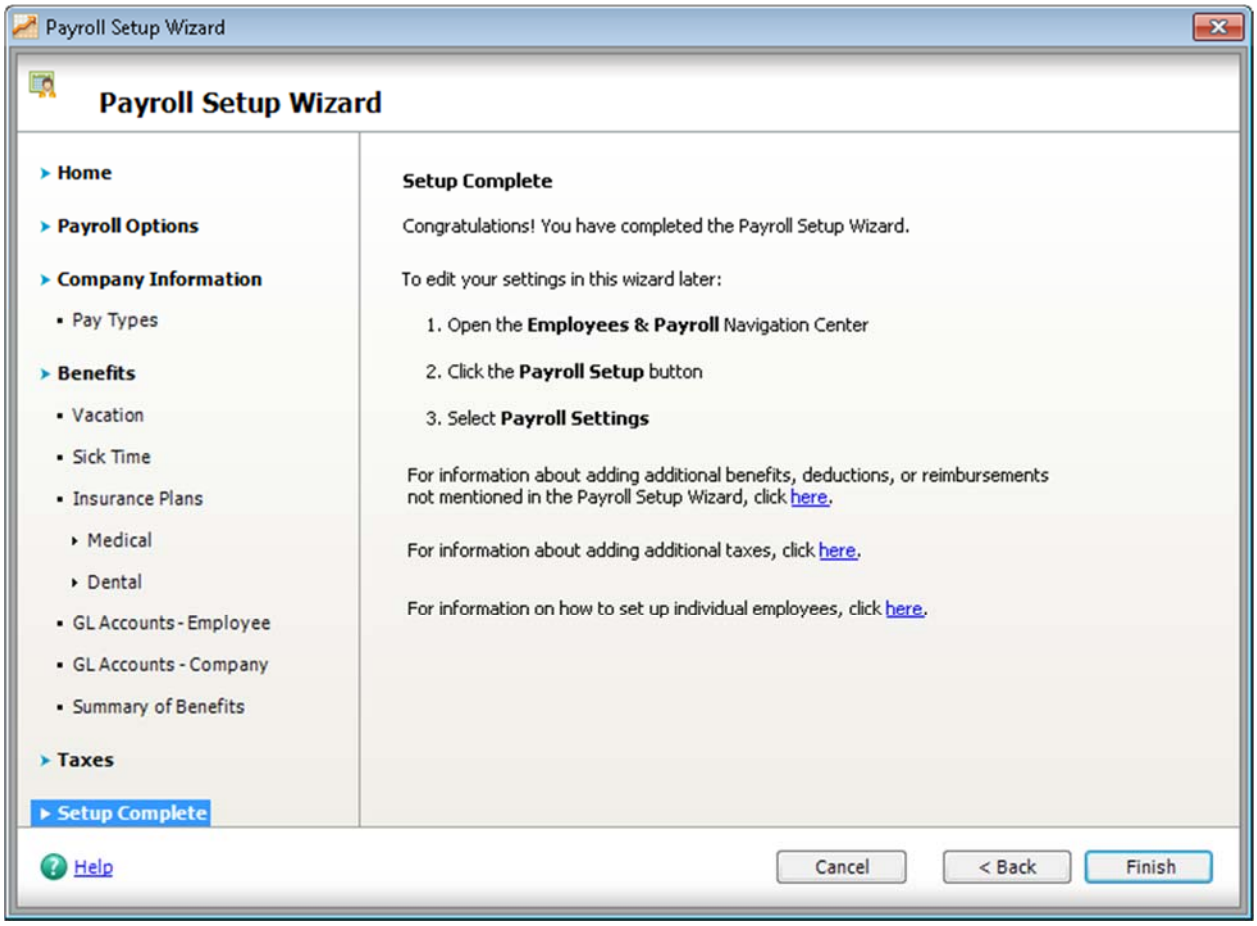


Figure 4-21: The Setup Complete window.

You've now established the basic information Sage 50 needs to prepare payroll checks. You still have a little more work to do before you can prepare a payroll, but you just completed the bulk of the work. Click **Finish** to close the Payroll Setup wizard.

Reviewing Defaults for Payroll Setup

Using the Payroll Setup wizard in the previous section, you established default settings for employee-paid and company-paid taxes and you established the fields that will appear on W-2 forms. You can easily review and change these default settings at any time.

Reviewing Employee-Paid State Taxes

In all likelihood, the QuickBooks-to-Sage 50 Conversion wizard correctly established the defaults you need to use for employee-paid taxes when calculating payroll. But, you can follow these steps to review and change the settings if necessary:

1. Click the **Employees & Payroll** tab.
2. Select the **Payroll Setup** button.

3. Click **Payroll Settings**. Peachtree displays the Payroll Settings window shown in Figure 4-22.

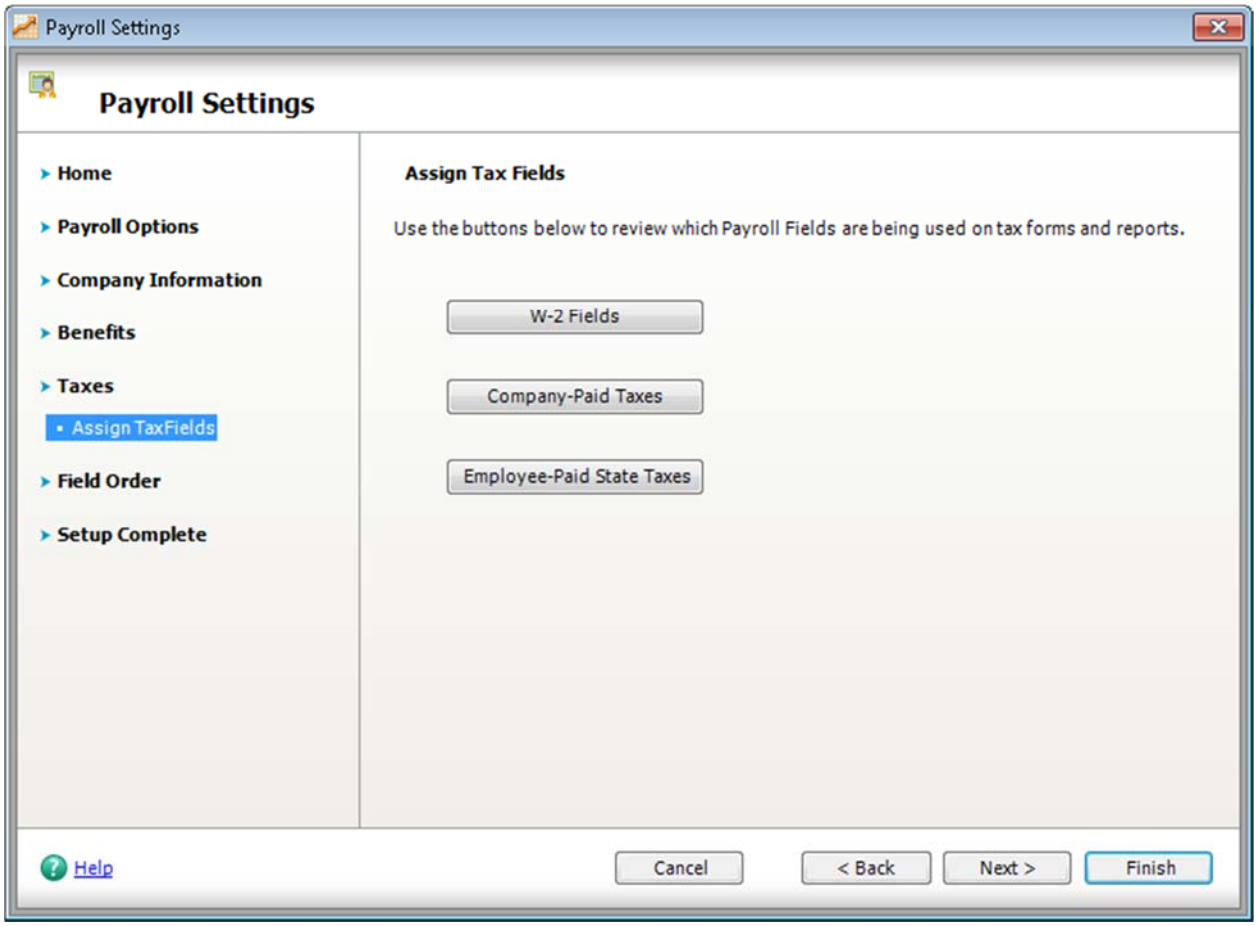


Figure 4-22: You can click the buttons in this window to review default payroll settings.

4. On the left side of the window, click **Taxes**.
5. Below Taxes, click **Assign Tax Fields**.
6. Click **Employee-Paid State Taxes**. The Assign Employee-Paid State Tax Fields dialog box appears (see Figure 4-23).

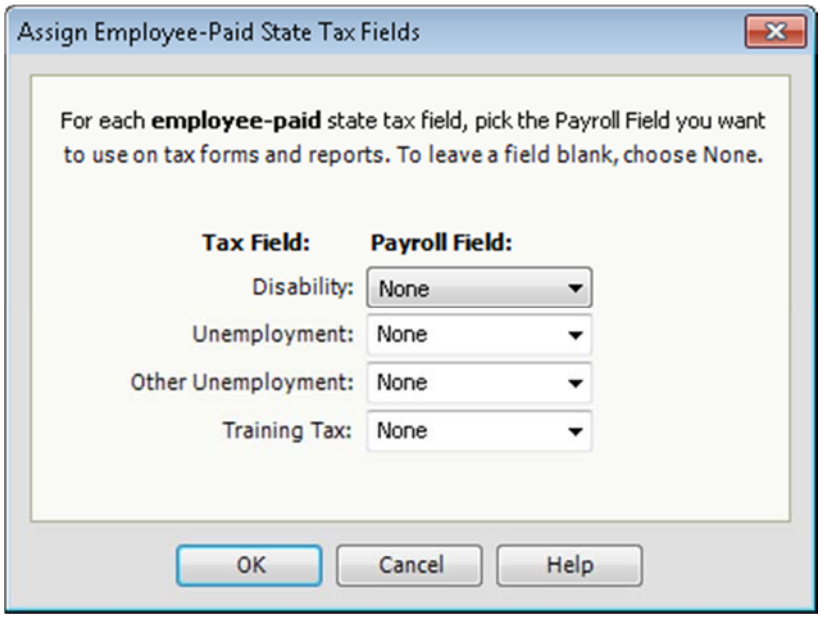


Figure 4-23: Use this window to confirm or change payroll tax field assignments for employee-paid taxes.

7. Review the payroll field for each employee-paid tax to confirm that the appropriate payroll fields are selected as deductions from the employee's salary, based on your state's tax laws.

In all likelihood the QuickBooks-to-Sage 50 Conversion wizard correctly established the defaults.

---

8. When you finish reviewing employee-paid tax payroll fields, click **OK**. The Payroll Settings window reappears.

Reviewing Company-Paid Taxes

As with employee-paid state tax fields, the QuickBooks-to-Sage 50 Conversion wizard probably correctly established the defaults you need to use for company-paid taxes when calculating payroll. But, you can follow these steps to review and change the settings if necessary:

If you closed the Payroll Settings window, complete Steps 1 to 3 above.

1. Click the **Company-Paid Taxes** button (refer to Figure 4-22). The Assign Company-Paid Tax Fields dialog box appears (see Figure 4-24).

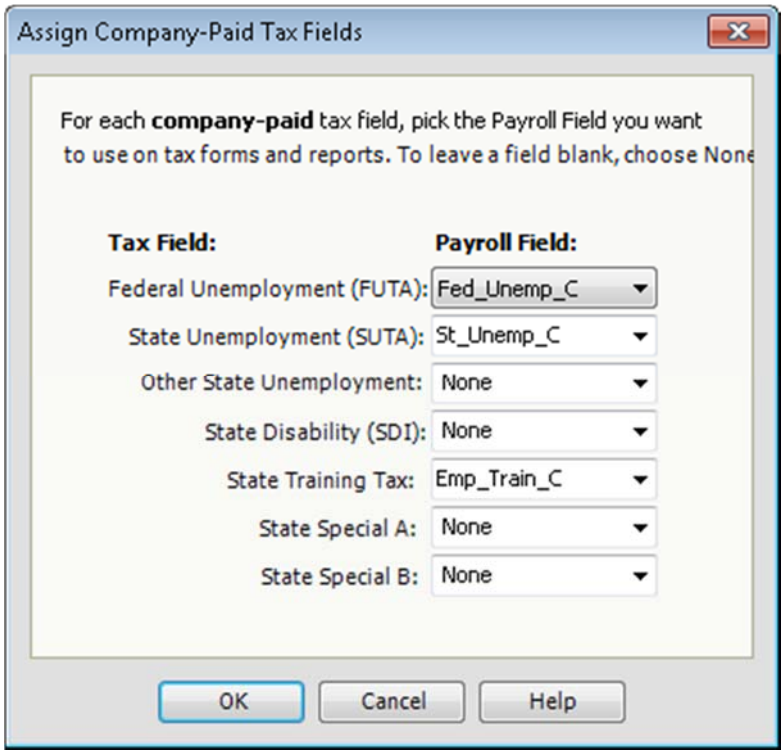


Figure 4-24: Use this window to confirm or change payroll tax field assignments for company-paid taxes.

2. Review the payroll field for each company-paid tax to confirm that the appropriate payroll fields are selected for each employer-paid tax, based on your state's tax laws. All employers must pay the Federal and State unemployment tax fields, so you should see payroll fields selected for these taxes. Select payroll fields for the other taxes listed in the dialog box based on your state's tax laws.
3. When you finish assigning employer-paid tax payroll fields, click **OK**.

Reviewing Assigned Payroll Fields on W-2 Forms

You can review and change the payroll tax fields that will appear on employee W-2 forms using these steps:

1. If you closed the Payroll Settings window, complete Steps 1 to 3 in the section, "Reviewing Employee-Paid State Taxes."
2. Click the **W-2 Fields** button (refer to Figure 4-22). The Assign Tax Fields for W-2s dialog box appears (see Figure 4-25).

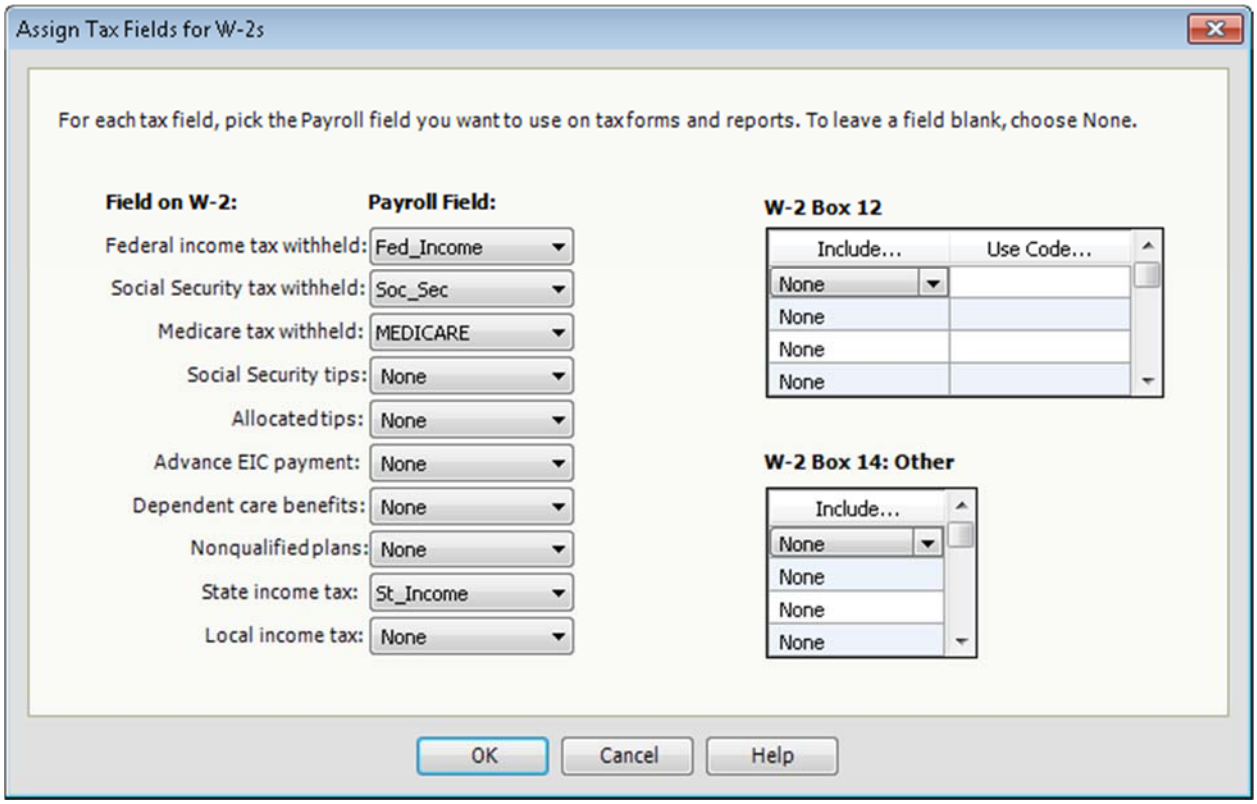


Figure 4-25: Use this dialog box to assign payroll tax fields to boxes on the W-2 form.

3. As necessary, assign the appropriate payroll field to each W-2 field. Remember that, in all likelihood the QuickBooks-to-Sage 50 Conversion wizard correctly established the defaults. If you are unsure which fields should be assigned to W-2 boxes, consult your accountant.



QuickBooks permits you to assign multiple payroll items to W-2 boxes. In Sage 50, with the exception of Box 12 and Box 14, you can assign only one payroll field per W-2 box.

4. When you finish reviewing and assigning payroll fields to W-2 boxes, click **OK**.
5. Click **Finish** in the Payroll Settings window**.**

Establishing Payroll Account Balances

This section is for those of you who converted transactions, because the QuickBooks-to-Sage 50 Conversion wizard doesn't convert payroll-related information in Sage 50 companies that contain converted transactions. Those of you who converted lists should find account balances for payroll-related accounts on your Sage 50 Trial Balance. If you don't, then you, too, can perform the steps in this section.

During conversion, the QuickBooks-to-Sage 50 Conversion wizard included your QuickBooks payroll general ledger accounts in the Chart of Accounts of your new Sage 50 company. However, those accounts contain no balances.

Most payroll liabilities are due on the 20th of the month after you issued paychecks. So, even if you are starting your new Sage 50 company between January 1 and January 19, your payroll liability accounts have balances in them that you need to enter into Sage 50. And, if you're starting your new Sage 50 company on any date *after* January 20, then your payroll expense accounts also have balances in them.

To enter these payroll account balances, you record a journal entry in your Sage 50 company using information from your QuickBooks company.

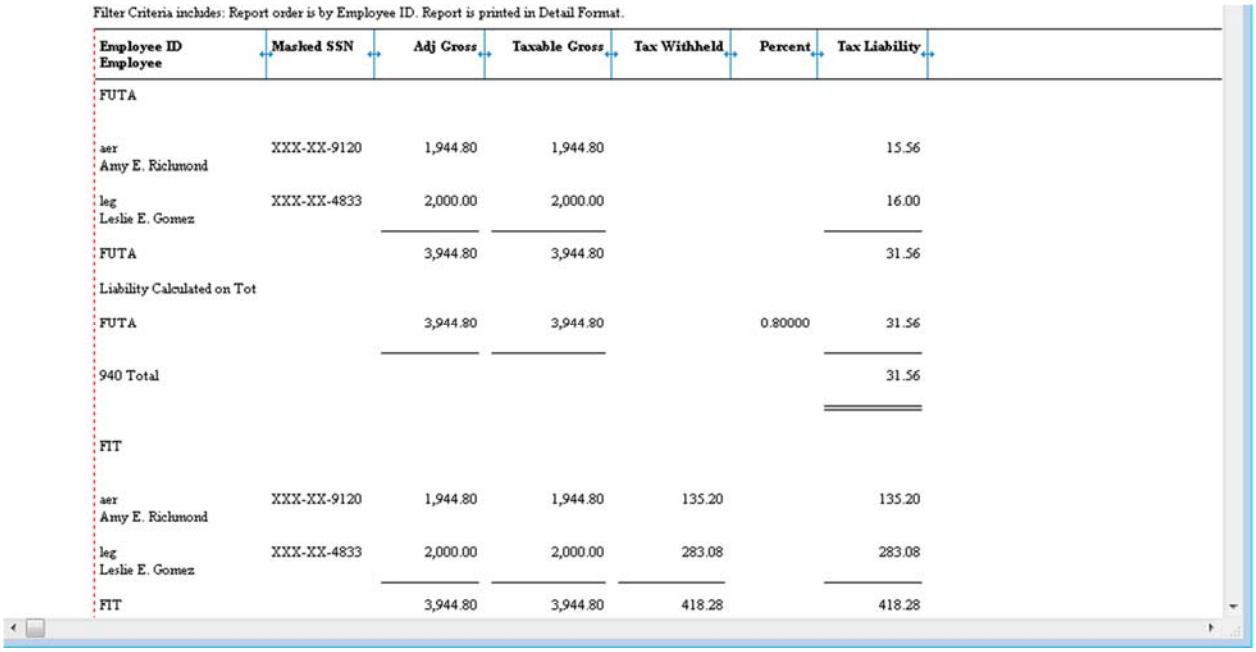
Reporting on QuickBooks Payroll Account Balances

You can easily obtain the amounts for each payroll account by printing a customized version of the Trial Balance report in QuickBooks. Follow these steps:

1. From the QuickBooks **Reports** menu, point at **Accountant & Taxes**.
2. Click **Trial Balance**. The Trial Balance report appears on-screen.
3. Open the Dates list box and click **All**.
4. Select the **Customize Report** button. The Modify Report: Trial Balance dialog box appears.
5. Click the **Filters** tab
6. In the Choose Filter list, click **Transaction Type**.
7. In the Transaction Type drop-down list box, click **Multiple Transaction Types**. The Select Transaction Types dialog box appears.
8. Click **Paycheck**, **Payroll Liability Check**, and **YTD Adjustment**.
9. Click **OK**. The Modify Report: Trial Balance dialog box reappears.
10. Click **OK** to redisplay the new report, which shows only payroll account balances.
11. Click the **Print** button to print the report.

Recording Payroll Account Balances in Sage 50

You might have set up subaccounts of your Payroll Liabilities and Payroll Expenses accounts in QuickBooks to track the various payroll liabilities and expenses. Sage 50 reports track the individual liabilities and expenses for you, regardless of general ledger account. In Sage 50, you use, for example, the Tax Liability Report (see Figure 4-26) to examine various tax liabilities. Other reports, like the Payroll Register and the various Earnings reports, show you wage information as well as Vacation and Sick Leave information.



Filter Criteria includes: Report order is by Employee ID. Report is printed in Detail Format.

Employee ID Employee	Masked SSN	Adj Gross	Taxable Gross	Tax Withheld	Percent	Tax Liability
FUTA						
aer Amy E. Richmond	XXX-XX-9120	1,944.80	1,944.80			15.56
leg Leslie E. Gomez	XXX-XX-4833	2,000.00	2,000.00			16.00
FUTA		3,944.80	3,944.80			31.56
Liability Calculated on Tot						
FUTA		3,944.80	3,944.80		0.80000	31.56
940 Total						31.56
FIT						
aer Amy E. Richmond	XXX-XX-9120	1,944.80	1,944.80	135.20		135.20
leg Leslie E. Gomez	XXX-XX-4833	2,000.00	2,000.00	283.08		283.08
FIT		3,944.80	3,944.80	418.28		418.28

Figure 4-26: A sample Tax Liability Report.

So, in Sage 50, you really don't need separate accounts in your chart of accounts to distinguish various payroll tax elements. We suggest that you use only one general ledger account for payroll liabilities and one general ledger account for payroll expenses. On your QuickBooks report, sum the values in the various subaccounts and enter only one line for all payroll liabilities and one line for all payroll expenses on your journal entry.



Journal entries are records of transactions you make. There are general journal entries which are often used by your accountant and for transactions not made in one of the special journals. Special journals are those entries by transactions in Sage 50 such as those made in Accounts Receivable, Accounts Payable, Inventory and Payroll.

To record the journal entry that updates the values in your payroll liability and expense accounts in your Sage 50 company, follow these steps:

1. In Sage 50, click the **Banking tab**.
2. Click the **General Journal Entry button and click New General Journal Entry**.
3. In the **Date** box, assign the date for the journal entry. The date should be the last day of the month prior to the month you intend to begin using Sage 50. For example, if you begin using Sage 50 on April 1, you should date the journal entry March 31.
4. In the **Reference** box, assign a reference ID for the journal entry. You can use a number or something like PR COA BegBal.

5. In the **GL Account** box, select the first account to adjust.
6. In the **Description** box, type something meaningful that explains why you're making this entry. This description will appear on each line of the journal entry. You could use something like, "Establishing beginning account balances for payroll liabilities and expenses after QB conversion."
7. Type the amount in either the **Debit** box or **Credit** box, depending on where it appears on the QuickBooks report you printed (see Figure 4-27).

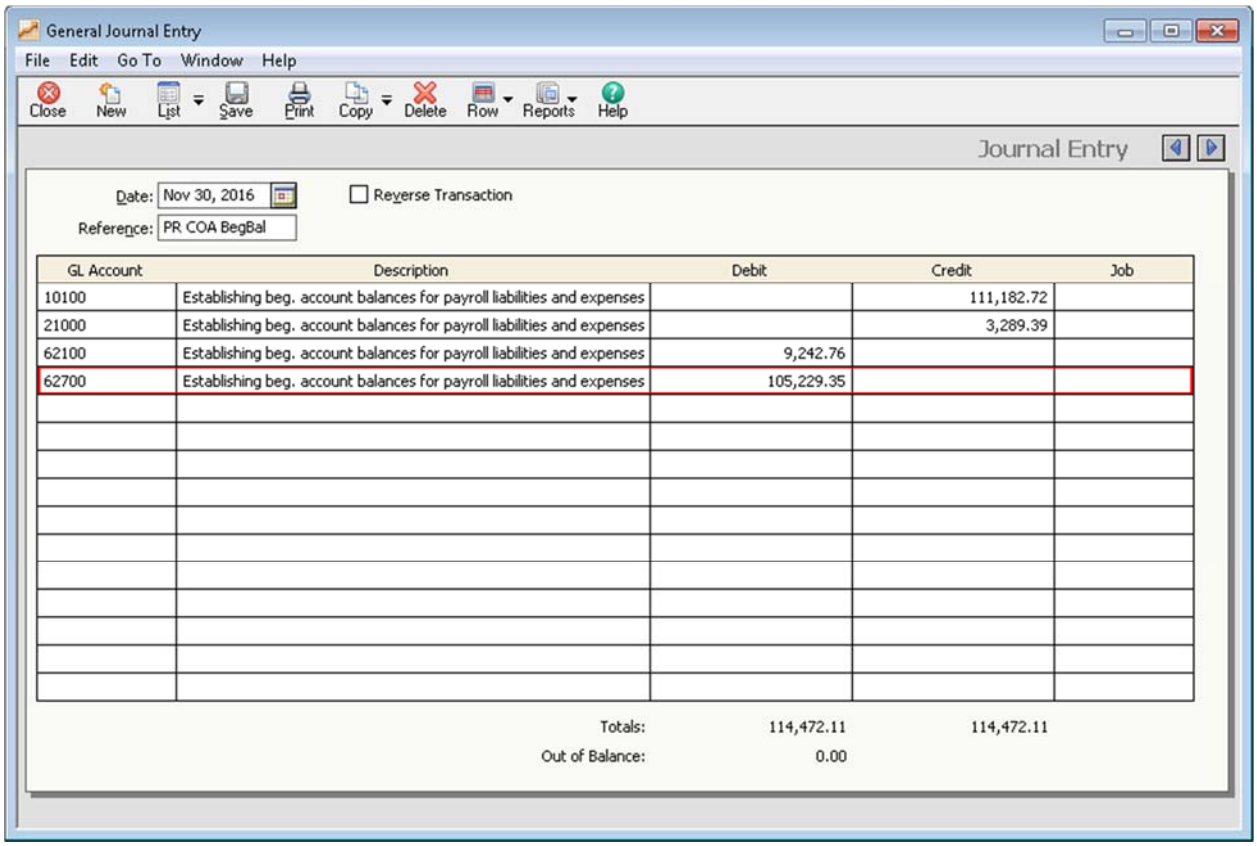


Figure 4-27: Enter a journal entry like this one to establish balances for Payroll liability and expense accounts.

8. Repeat Step 7 for each line that appears on your QuickBooks report.
9. Click **Save**. If you see a message about posting outside the current period, click **OK**.



You can compare your Trial Balance reports from QuickBooks and Sage 50 at this point; the balances of the cash accounts from which you issue paychecks should match now.

Reviewing Employee Information

Up to this point, you've been establishing default information for payroll as a whole. It's now time to review each employee's record to make sure that the information stored is the information you want Sage 50 to use when you prepare payroll. In this section, you'll see how to review and change, if necessary,

* General employee information,
* Pay information,
* Withholding information,
* Vacation and sick leave settings, and
* Employee deductions

In addition, if you are *not* starting your Sage 50 company as of January 1, you need to enter any payroll information generated for each employee in your QuickBooks company since January 1. You enter this information as beginning balances for each employee; entering beginning balance information ensures that payroll forms, such as W-2's and quarterly reports, will be accurate.

Double-checking Employee Information

It's important to review employee settings because the QuickBooks-to-Sage 50 Conversion wizard doesn't bring over all employee information from your QuickBooks company. In addition, some employees may not participate in company-wide benefit plans. For example, suppose that your company offers a dental plan; you set up the dental plan as a deduction, but now you need to make sure the deduction functions only for employees who participate in the dental plan.

To review and change employee information, you use the Maintain Employees & Sales Reps window. Click **Maintain** and then click **Employees/Sales Reps**. In the Maintain Employees & Sales Reps window, use the **Employee ID** list to select an employee to review. Sage 50 displays the General tab for that employee (see Figure 4-28).

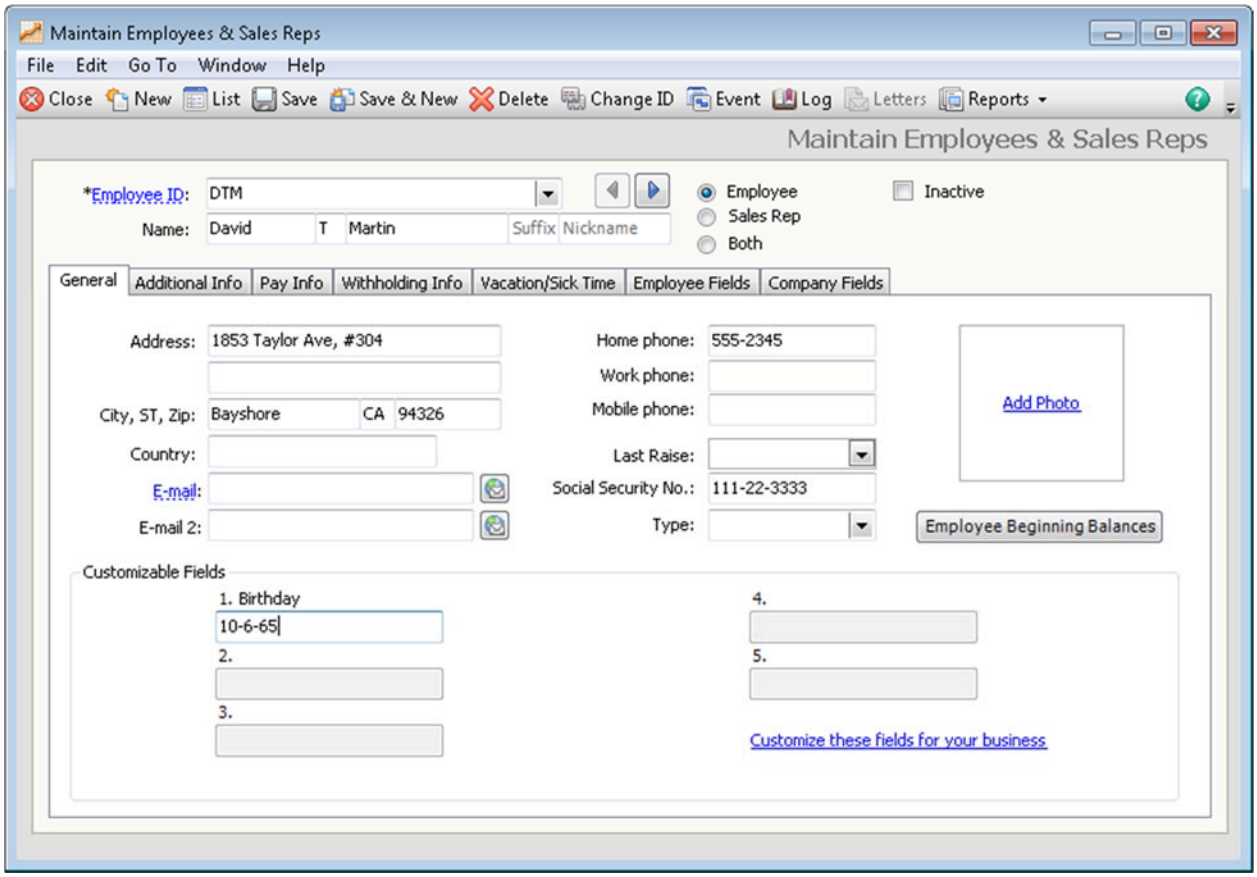


Figure 4-28: Check the information on the General tab for accuracy



*The QuickBooks-to-Sage 50 Conversion wizard converts the first five customizable fields you set up in QuickBooks without field labels. To establish field labels—and make the fields available, click the Customer these fields for your business link. The General tab of the Employee Defaults dialog box appears. Place a check beside each custom field you wish to enable and then supply a label. Click **OK** to redisplay the Maintain Employees & Sales Reps window and close the window. When you reopen the window, the custom fields you established will be labeled and available for editing.*

Click the **Additional Info** tab (see Figure 4-29) to supply emergency contact and demographic information as well as employee details.

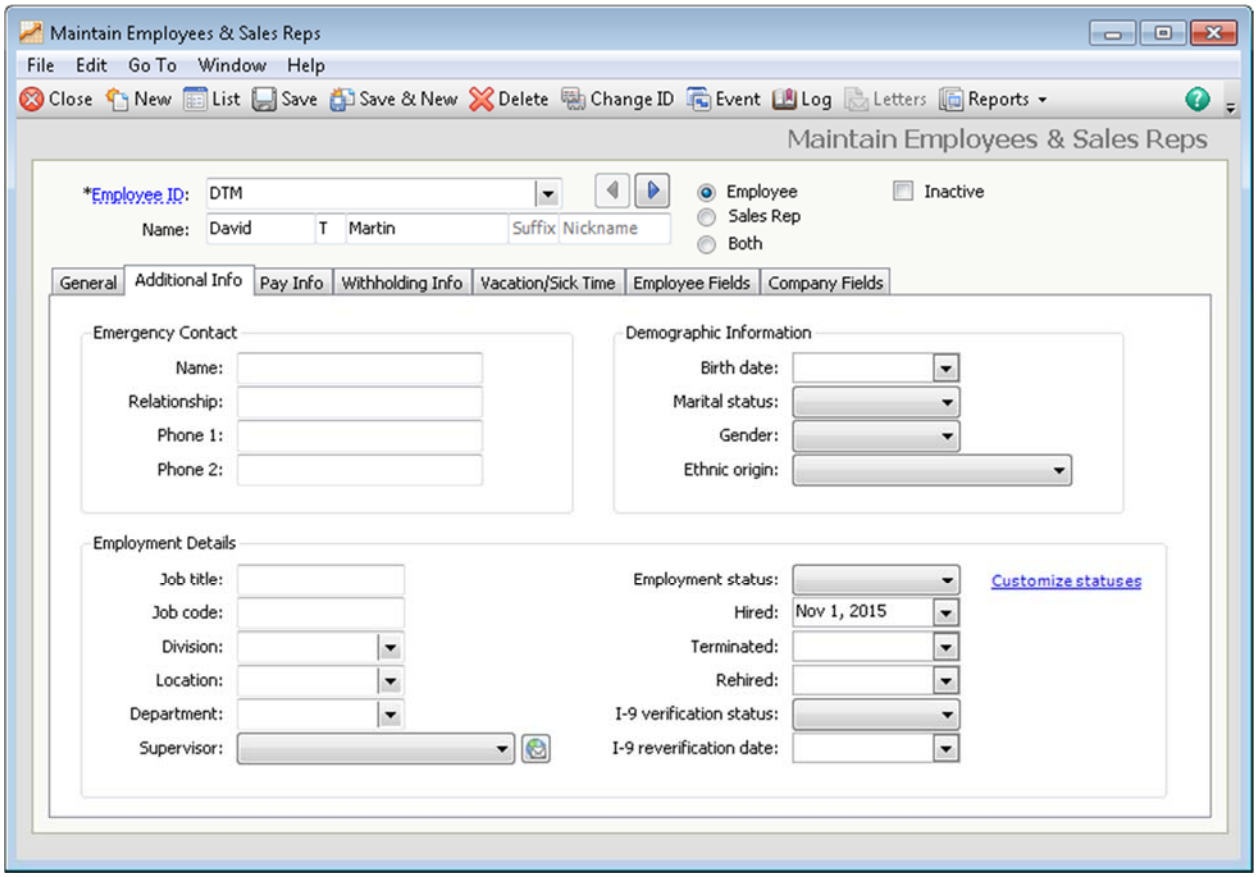


Figure 4-29: The Additional Info tab.

Click the **Pay Info** tab; on this tab, you establish the employee's pay method, pay frequency, and pay rate per pay method (see Figure 4-30). For salaried employees, you supply the gross salary you pay the employee *per pay period*, unlike QuickBooks, where you supplied an annual salary.

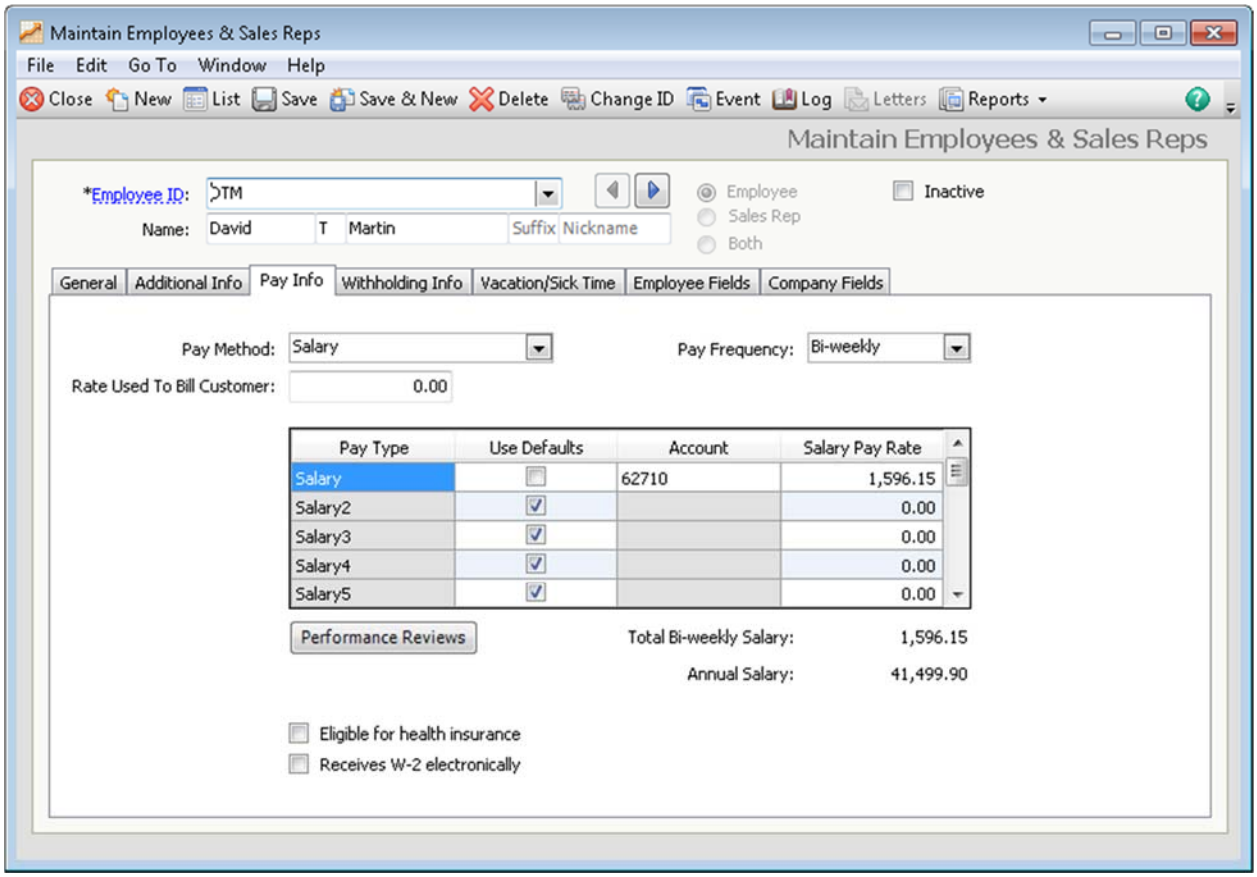


Figure 4-30: The Pay Info tab for a salaried employee.

For hourly employees, window changes (see Figure 4-31), and you supply an hourly pay method, a pay frequency, and hourly pay rates for each type of hourly wages your company pays (usually regular and overtime wages).

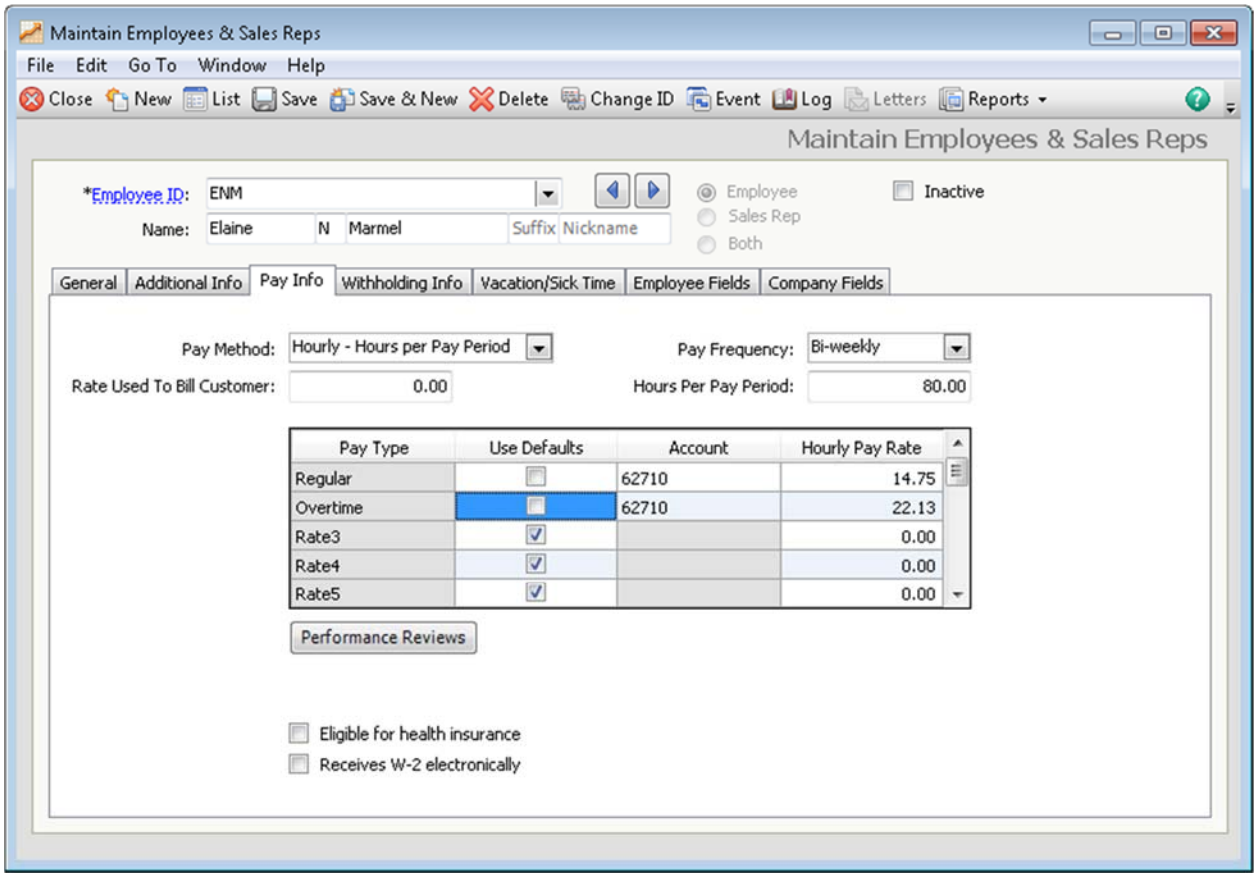


Figure 4-31: The Pay Info tab for an hourly employee.



For hourly paid employees, Sage 50 enables you to use one of two pay methods: hours per pay period or hours based on time tickets entered. For details on these two pay methods, click in the Pay Method field; the Help window beside the Maintain Employees & Sales Reps window provides links that describe them.

Click the **Withholding Info** tab (see Figure 4-32) to establishing the employee's filing status and withholding allowances. The QuickBooks-to-Sage 50 Conversion wizard doesn't convert this information, so it's important that you set up these fields before you prepare a payroll.

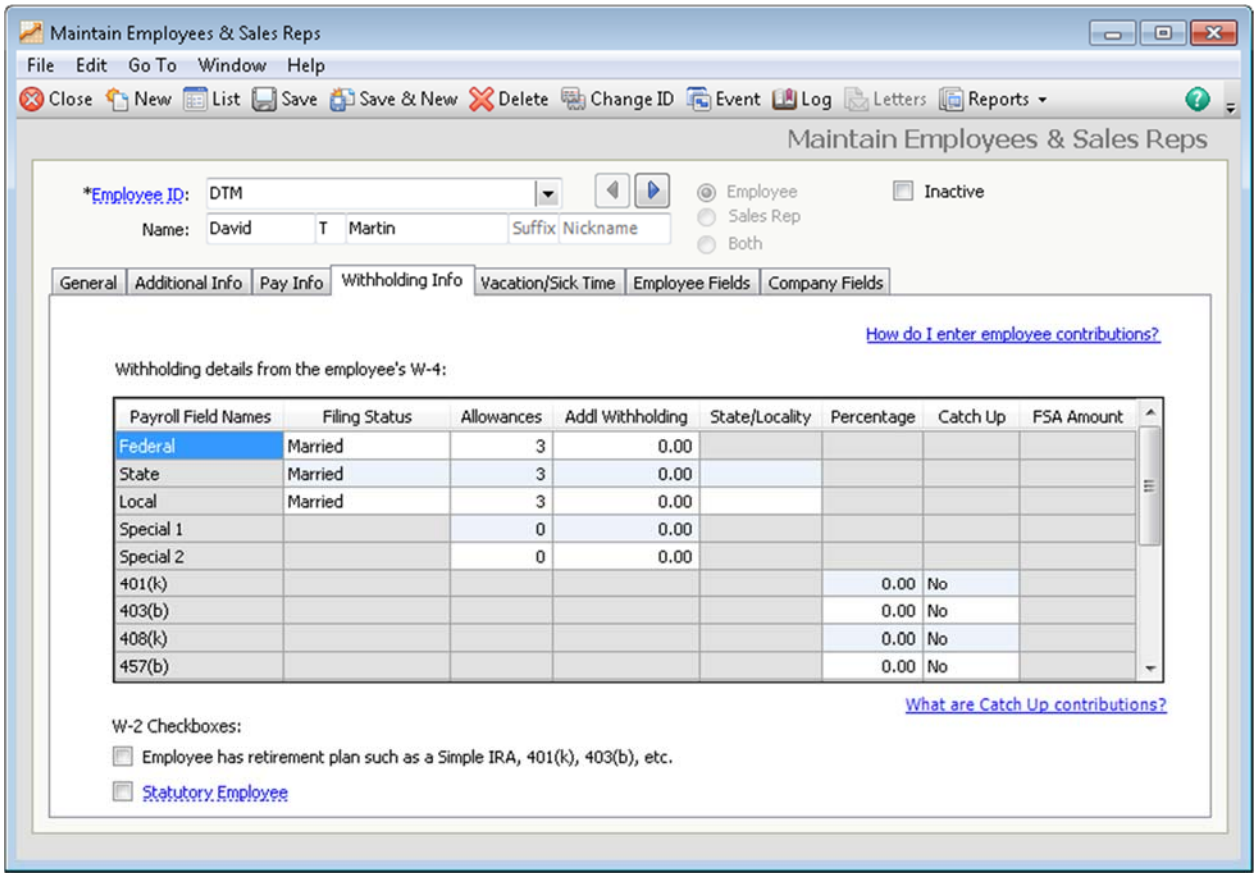


Figure 4-32: The Withholding tab.

The QuickBooks-to-Sage 50 Conversion wizard sets the fields on the Vacation/Sick Time tab, shown in Figure 4-33, to match your company defaults. You can change any individual employee's settings as needed.

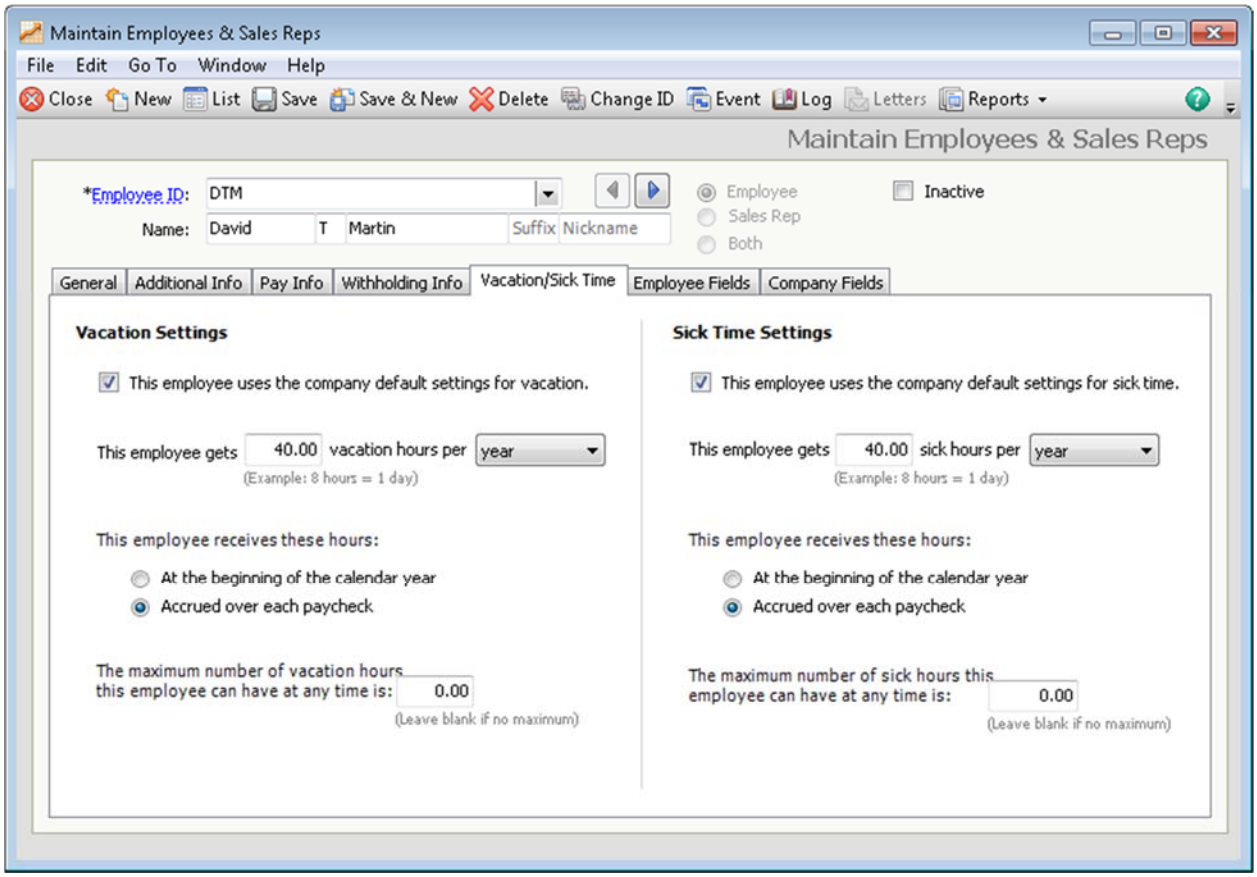


Figure 4-33: The Vacation/Sick Time tab.

The last two tabs of the Maintain Employees & Sales Reps window are important to review if a particular employee isn't subject to the standard deductions you established for your company. The tabs list all the deductions you established using the Payroll Setup wizard, and the wizard applied all deductions to all existing employees.

However, it's possible that, for example, your company offers a dental plan but a particular employee doesn't participate. In this case, you'll want to remove the checks beside the dental plan deduction on the Employee Fields tab (see Figure 4-34) and, if a portion of the deduction is paid by the company, on the Company Fields tab (see Figure 4-35) for that employee.

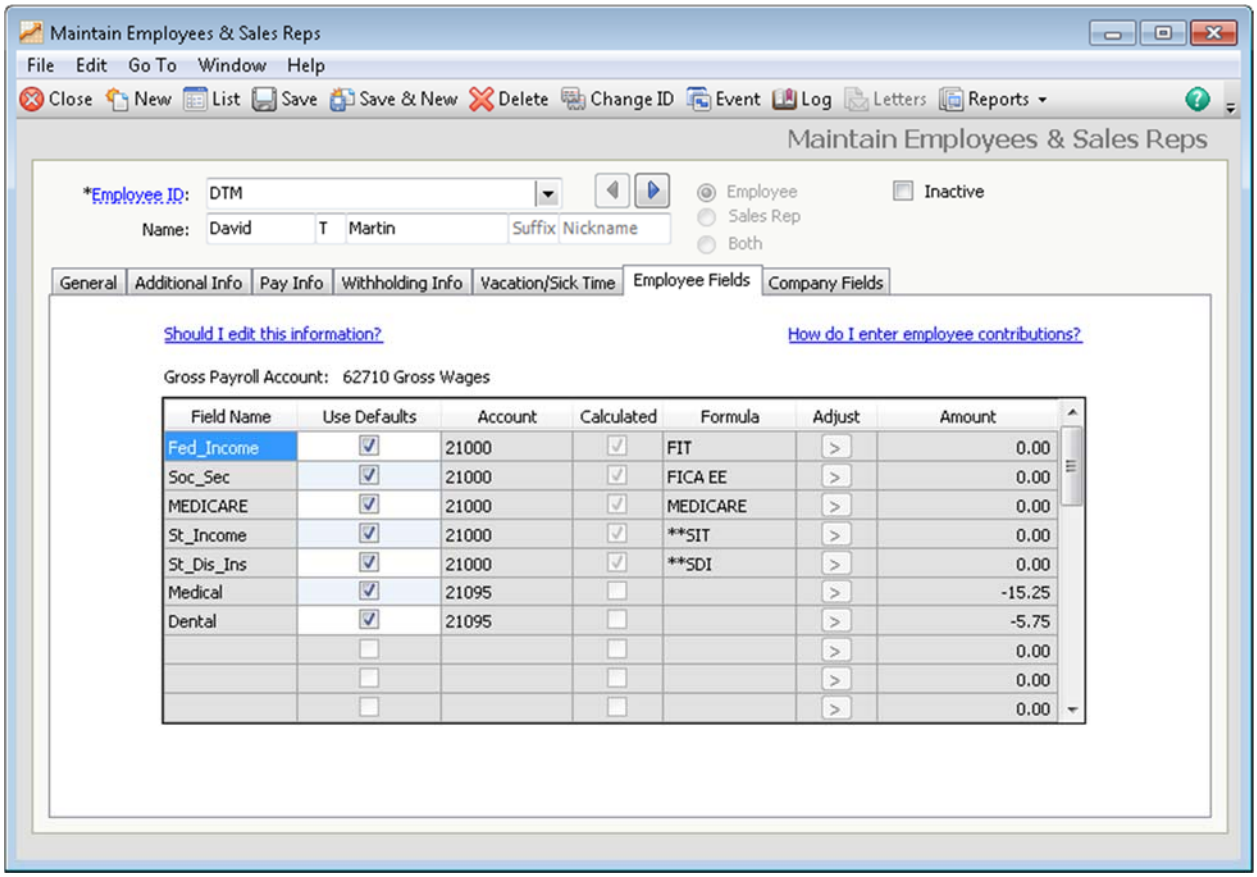


Figure 4-34: The Employee Fields tab.

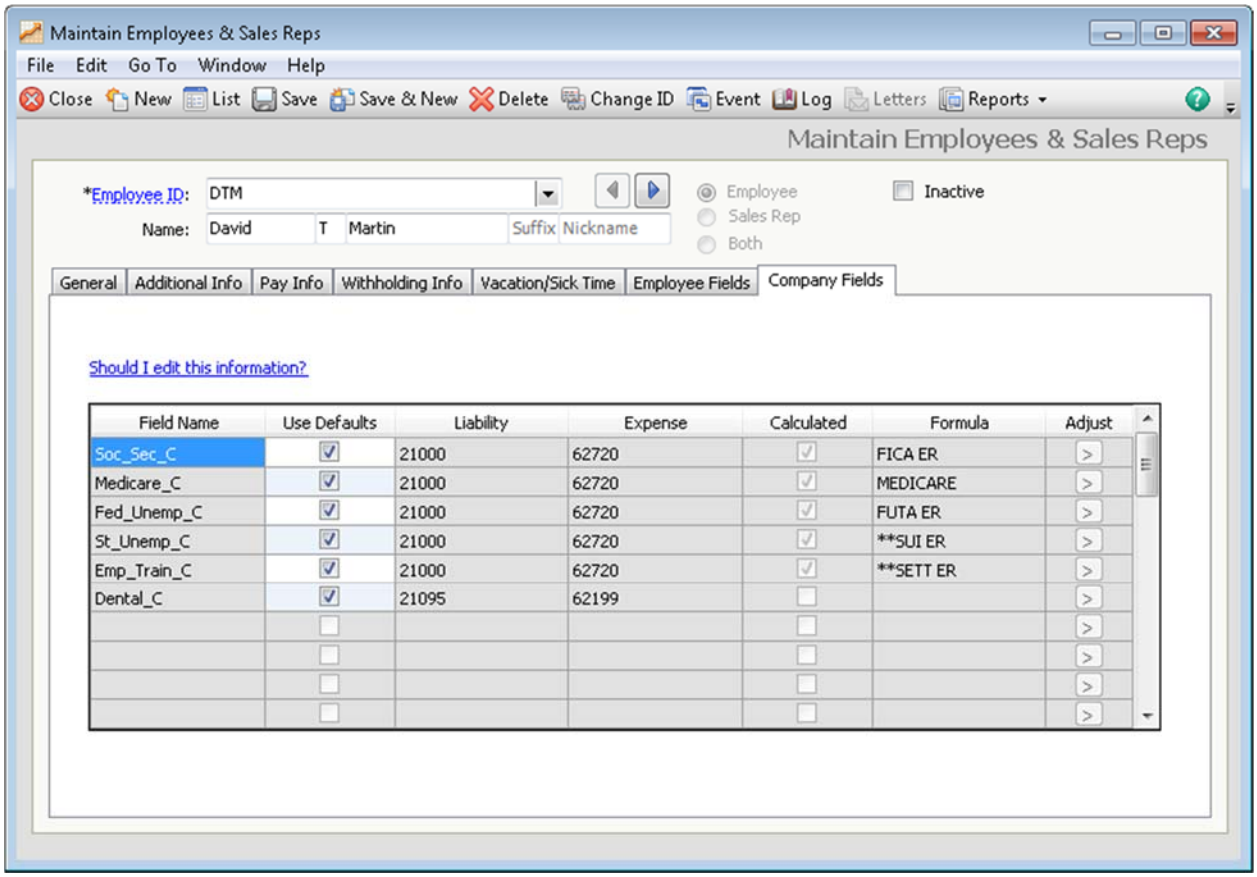


Figure 4-35: The Company Fields tab.

Establishing Employee Beginning Balances

This section is only for those users who intend to start using a new Sage 50 company on any day *other than* January 1. In your case, you have some payroll history you need to enter to ensure that payroll reports such as your quarterly and annual reports and your W-2's display accurate information. The QuickBooks-to-Sage 50 Conversion wizard didn't convert payroll earnings information, so, you need to record that information for each employee as the employee's beginning balance.



We're going to make one assumption here: we're going to assume that you followed our suggestion to begin using your new Sage 50 company on the first day of a particular month.

In QuickBooks, you need to print the Employee Earnings Summary; we suggest that you print it quarterly for each complete quarter that has passed since January 1. For any incomplete quarters, print the report for the completed months in that quarter. For example, if you're beginning to use your new Sage 50 company on August 1 print the Employee Earnings Summary report for the first quarter (January through March), the second quarter (April through June) and for July. If you're starting on September 1, also print a monthly version of the report for August. Finally, print a year-to-date version of the report.

To enter employee beginning balances, you start in the Maintain Employees & Sales Reps window; click **Maintain**, **Employees/Sales Reps** to open the window. On the General tab, shown earlier in Figure 4-28, click the **Employee Beginning Balances** button on the right side of the window. The Employee Beginning Balances window appears (see Figure 4-36). Follow these steps:

1. Select an Employee ID.
2. Fill in the periods for which you intend to enter beginning balances in the boxes labeled 1, 2, 3, and so on.
3. Enter the values shown on the report for each payroll field.



Enter all deductions as negative numbers.

4. When you finish, compare the Total column to the annual Employee Earnings Summary report you printed; the numbers should match.

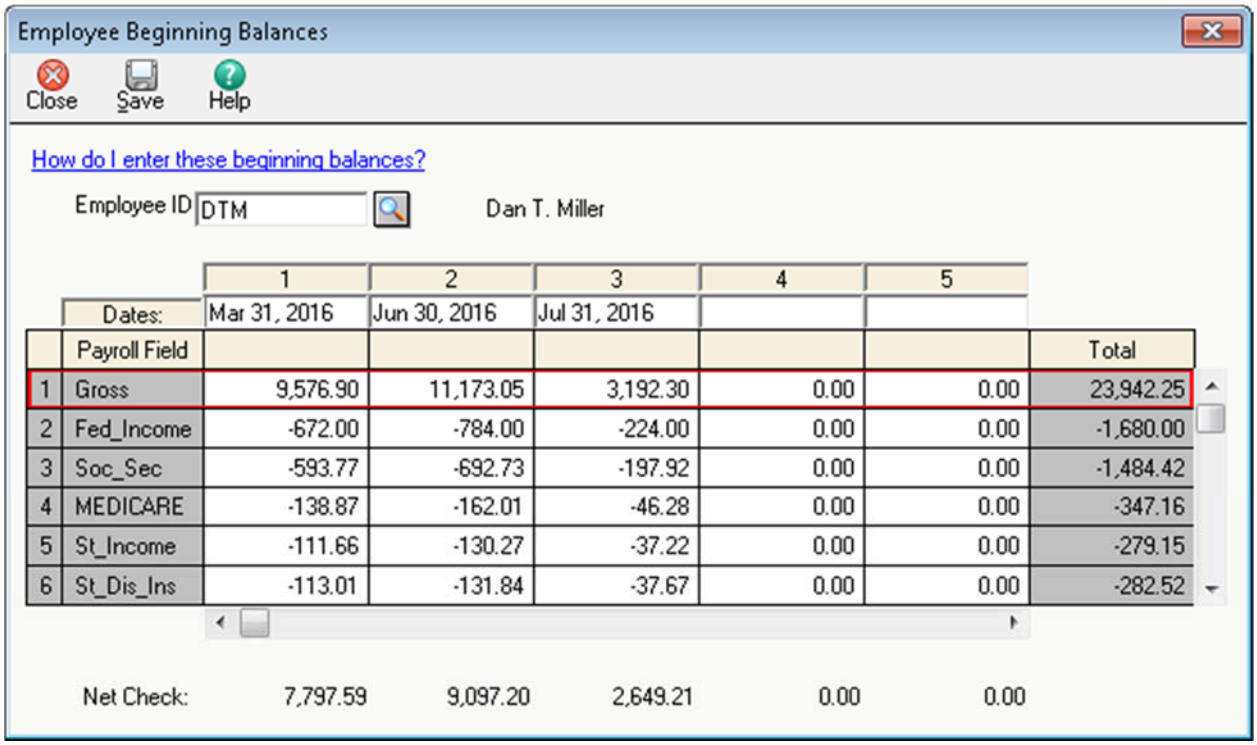


Figure 4-36: Entering beginning balances for an employee.

5. Click **Save**.
6. Select the next employee and repeat Steps 2 through 5 until you've entered beginning balances for all employees.

And Now, the Finishing Touches…

You've really finished now…it's safe to compare your Sage 50 Trial Balance with your QuickBooks Trial Balance. If you had to make adjusting entries to any accounts, your Retained Earnings accounts won't match, but that should be OK…double-check with your accountant.

Chapter 5

Where to Go From Here

Congratulations! You converted your QuickBooks data to Sage 50 and now you're ready to get started with entering your day-to-day transactions. Learning a new software program isn't the easiest thing to do, so we're here to help you with the basics. In this chapter we show you how to manage your customers, vendors and items as well as how to handle the typical daily transaction.

In this chapter:

- Make changes to list information for customers, vendors or inventory items.
- Enter typical transactions such as customer invoices and receipts, bank deposits, vendor bills and vendor payment checks.
- Make inventory adjustments

Making Changes to List Information

When you converted your data from QuickBooks, you had the option of bringing only the lists of information or both the lists and the transactions. Either way, your customers, vendors and inventory items all rolled forward into the Sage 50 company. This section is all about managing those lists.

Modify Customer Information

In any business, our customers are our most valuable assets. After all, we wouldn't be in business without them.

If you click the **Customers & Sales tab**, you see lots of information related to your customers. The first section you see, the one on the left in Figure 5-1, is the Navigation aid, which is a type of flow chart designed to help you follow the general flow of business when working with your customers.

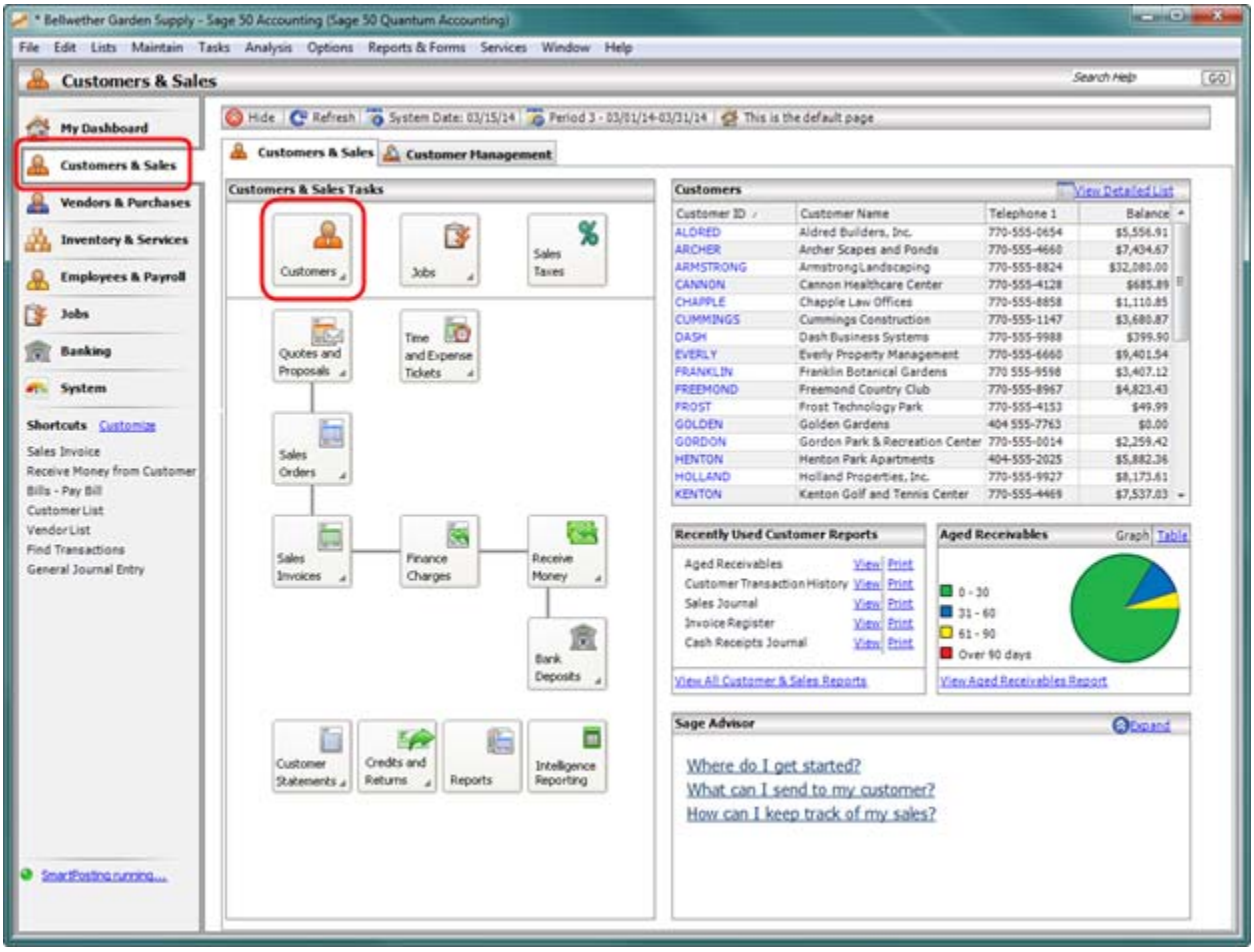
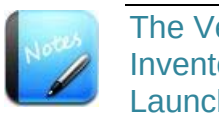


Figure 5-1: The Customers & Sales tab

On the right side of the screen, you see a list of your customers which includes their ID, their name, the customer telephone number and current open balance. Below that you see a chart representing your current aged receivables and a quick way to access recently used reports.

If your screen looks a little different than Figure 5-1, you may be seeing the Getting Started Launchpad on the right side of the screen. The Getting Started Launchpad is designed to provide an overview of the workflow process as well as links to the steps and resources you can use to successfully begin working with Sage 50. Take a look at Figure 5-2 where you see the Getting Started Launchpad.



The Vendors & Purchases tab, the Employees & Payroll tab and the Inventory & Services tab also may display a Getting Started Launchpad.

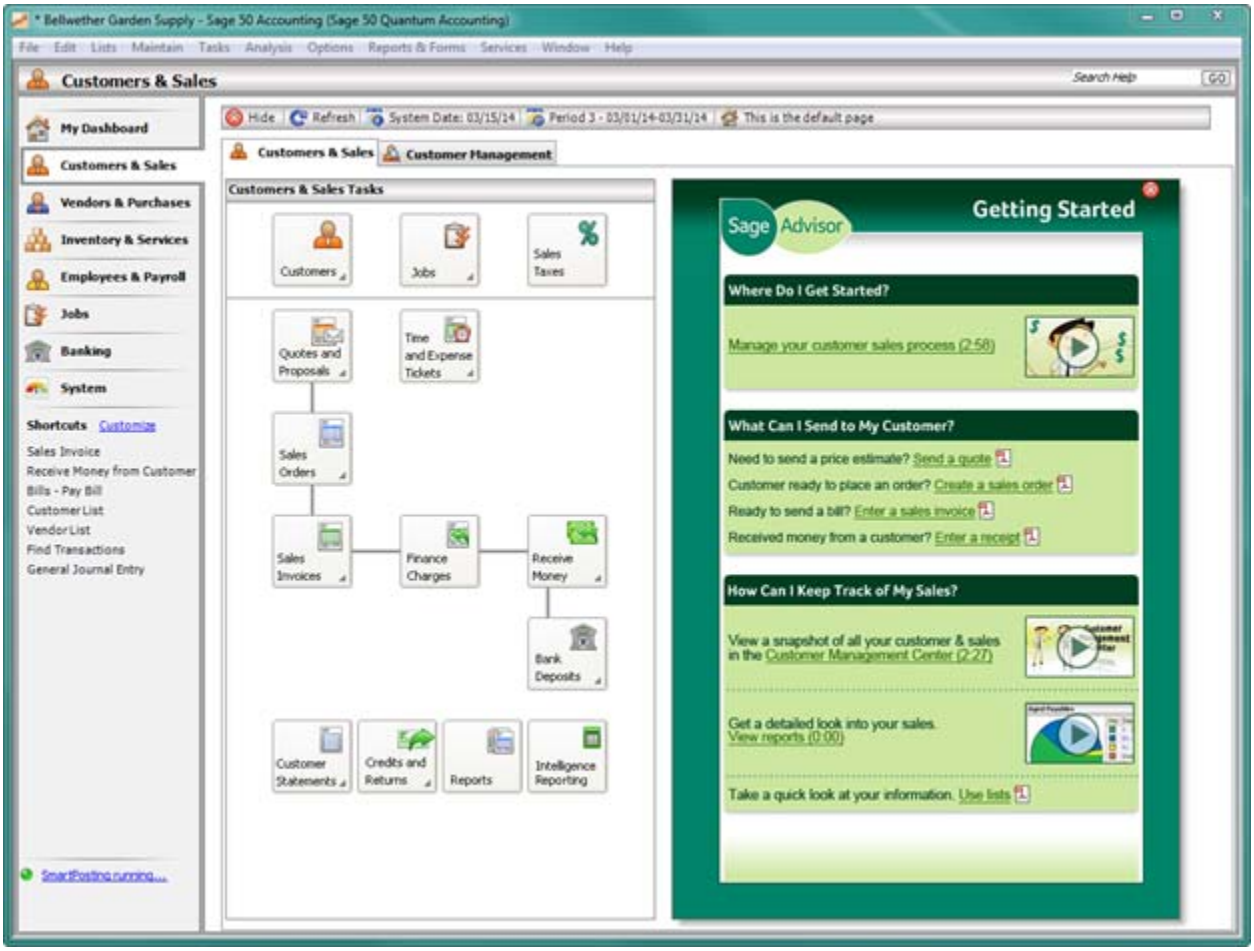


Figure 5-2: Reviewing the Getting Started Launchpad.

*To hide the Getting Started Launchpad, click the red **X** in the upper right corner. To reveal it, if it is hidden, click the Expand link on the Sage Advisor panel.*

When you converted from QuickBooks to Sage 50, you brought over a list of your customers and their information such as names, addresses and phone numbers. If the information you converted was incorrect or incomplete, or if the customer changes the information, we want to show you how easily you can make those changes in Sage 50.

Like many software programs, Sage 50 provides several methods to access the same screen, however, we will work with the most common method – using the Navigation aid.

To modify customer information, follow these easy steps:

1. Click the **Customers & Sales** tab.
2. Click **Customers**.
3. Click **View and Edit Customers**. The Customer List shown in Figure 5-3 appears.

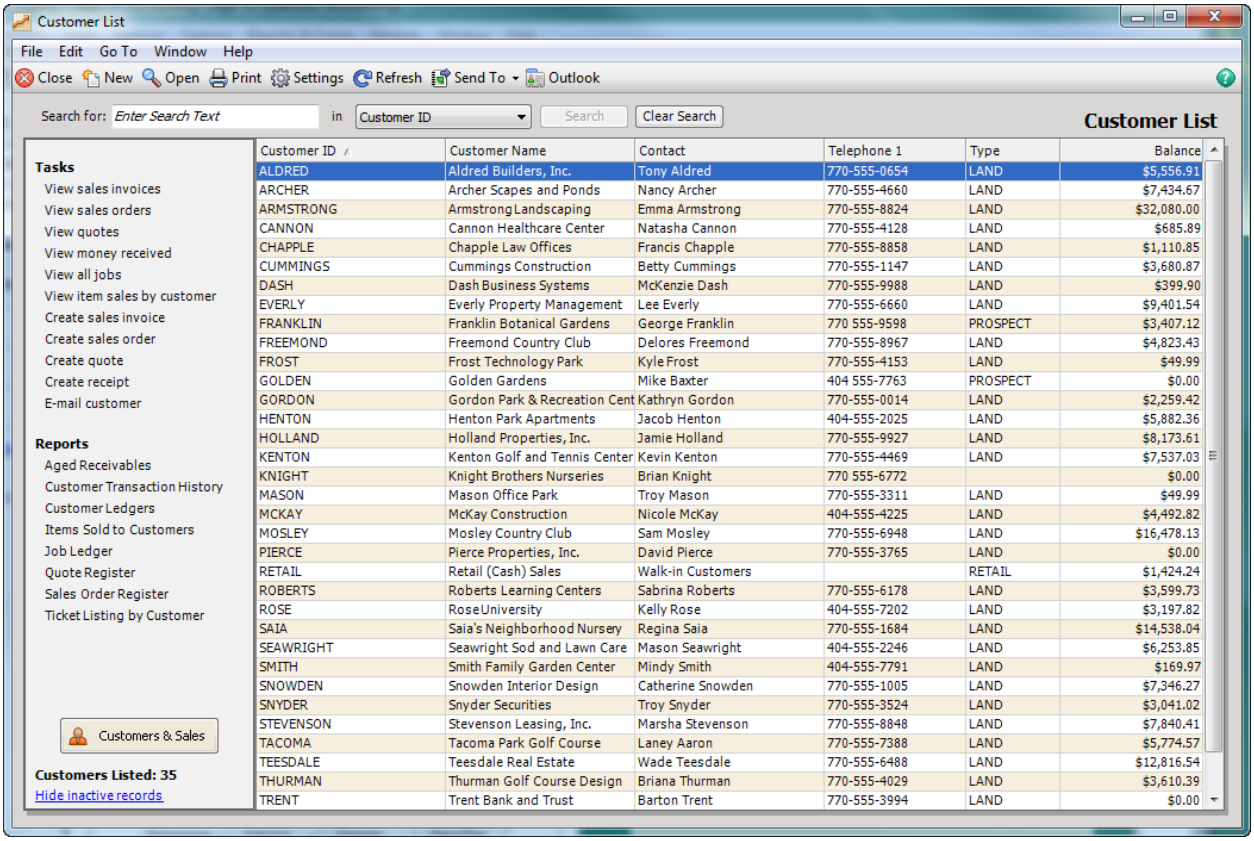


Figure 5-3: The Customer List window.

4. Double-click the customer record you want to modify. The customer information appears on screen as you see in Figure 5-4.

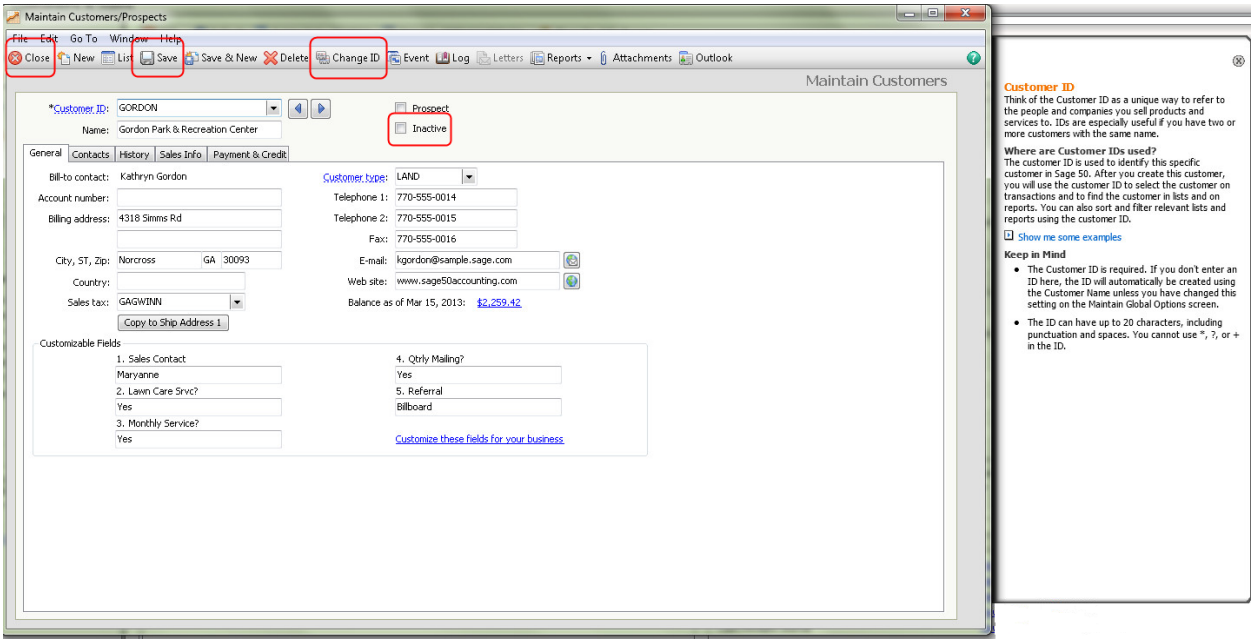


Figure 5-4: The Maintain Customers/Prospects window.



As you click though each field, the Sage Advisor panel on the right, explains the current field and any specifications about it.

5. You can edit the information as needed with the exception of the customer ID. The customer record contains 5 tabs of information about the customer, with each tab containing many different pieces of information.



If you want to change the customer ID, for example, if the customer changes their personal or business name, do not just edit the customer ID. You must first click the Change ID button along the top of the record. You are then prompted to enter the new customer ID. If you don't use the Change ID button, Sage 50 creates two identical records with the exception of different customer ID's and any transactions you have already created remain with the original ID.

6. When you finish making changes, click the **Save** button along the top. Along the top of the record are additional buttons where you can create

new customer records, delete a customer, return to the customer list, view customer reports and other tasks.



If you no longer do business with a particular customer, mark the customer“inactive”.

7. Click the **Close** button when you are finished viewing or editing the customer record.

Modify Vendor Information

Vendors, of course, are those companies or persons who supply you with the goods you sell. They are also those who supply you with things you need to operate your business such as office supplies, heat, building maintenance and so forth.

Similar to modifying customer information, you view and edit vendor records by first clicking the **Vendors & Purchase** tab. On the Vendor screen, you see the Navigation aids showing the typical work flow for buying goods and services from your vendors.

On the upper right side, you see a list of your vendors and on the lower right side, you see a chart representing the money you owe to your vendors as well as quick access to frequently used vendor reports. See Figure 5-5.

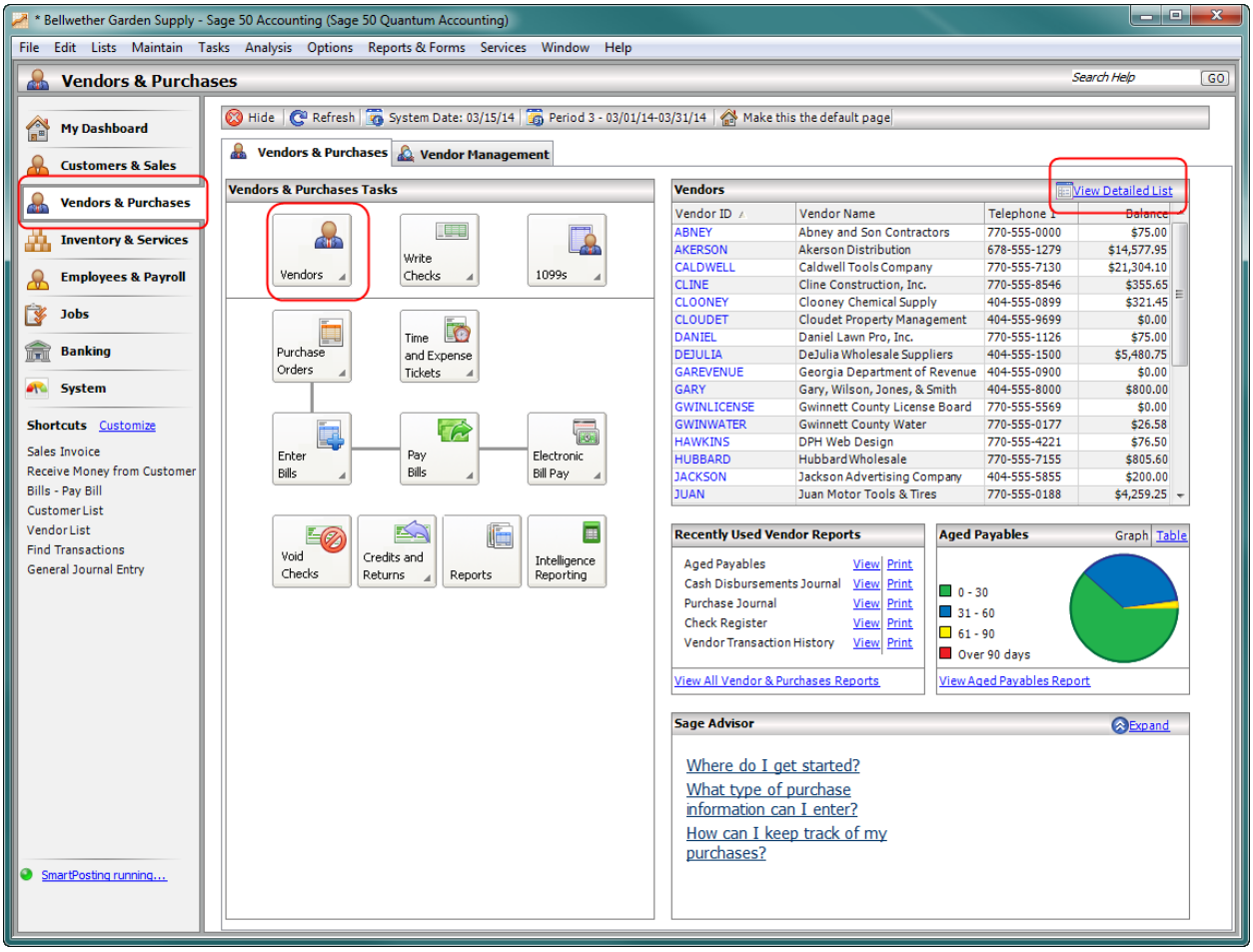


Figure 5-5: The Vendors & Purchases tab.

If you want to modify a vendor's records, from the Navigation Aid, click **Vendors** and then choose **View and Edit Vendors**.

An additional way to view the vendor list, is to click View Detailed List at the top of the upper right panel.

The Vendor List appears and from there, you can double-click any vendor record you want to view or modify. The vendor record appears on your screen. (See Figure 5-6). From here, just like with the customer record, you can make changes as desired. Be sure to click the Save button when you are finished.

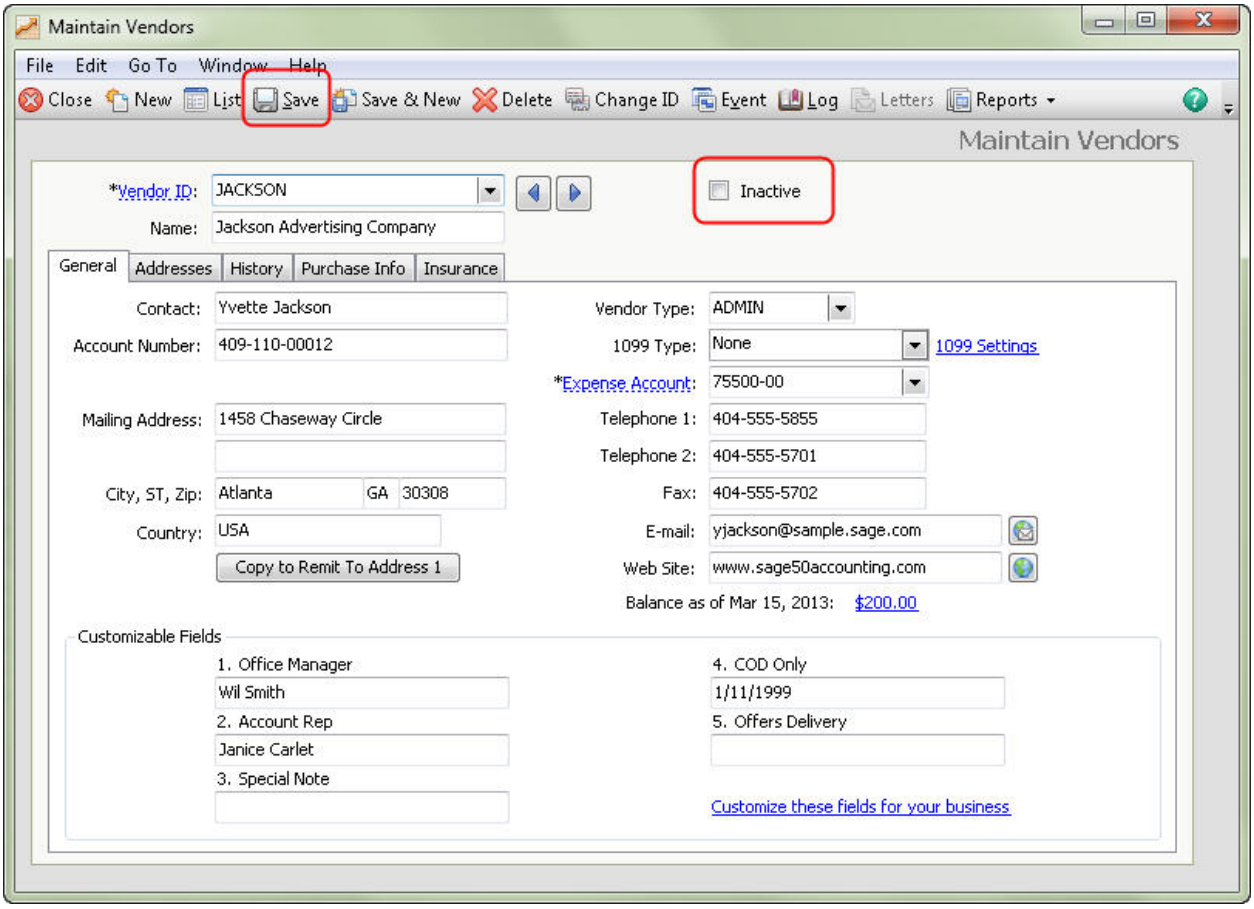


Figure 5-6: The Maintain Vendors window.



If you no longer do business with a particular vendor, mark the vendor "inactive".

Modify Inventory Information

Every business sells something. A business might sell something you touch (goods) like widgets and gizmos or it could sell things you don't touch (services) such as gutter cleaning, consulting or travel time. Many businesses sell both goods and services.

In QuickBooks *everything* you listed on an invoice had to be set up as an "item" whether or not you keep the item in stock on your shelves or whether it was a service you provided.

In Sage 50, you are not required to have any inventory items. However, if you want to track your sales volumes for various goods and services, you should set them up as

inventory items. Let's take a look at the type of information stored with a Sage 50 inventory item:

1. Click the **Inventory & Services** tab.
2. Choose **Inventory Items** from the Navigation aid seen in Figure 5-7.

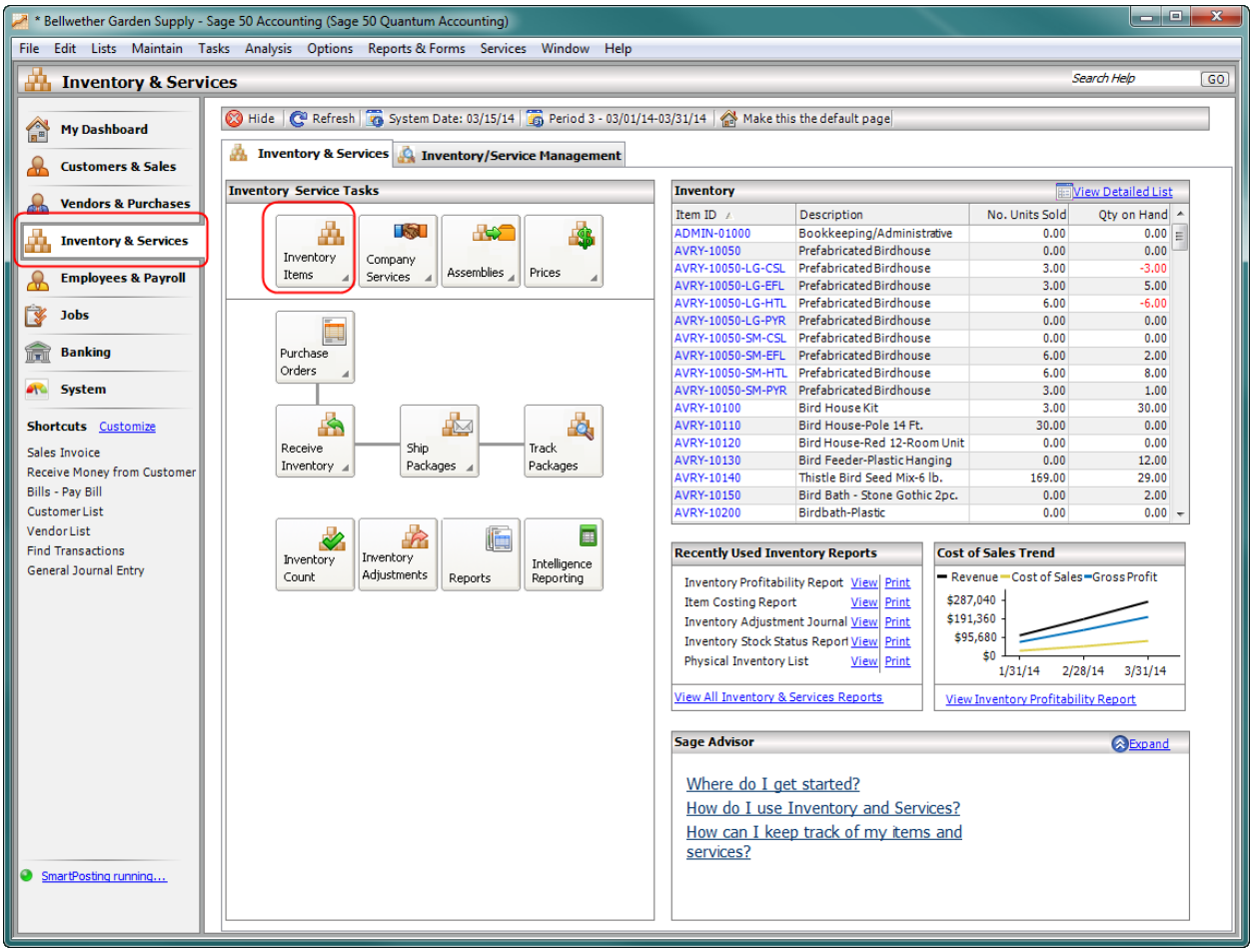


Figure 5-7: The Inventory & Services tab.

3. Choose **View and Edit Inventory Items**. The Inventory List window appears.
4. Double-click the inventory item you want to modify. The Maintain Inventory Items screen seen in Figure 5-8 appears. You can make changes to the inventory item fields from the Maintain Inventory Items screen. As with customers and vendors, if you want to change the Item ID, you must first click the Change ID button along the top of the window. Most fields can be modified with a few exceptions; the item Class and the Costing Method cannot be changed once you have created and saved the original item.

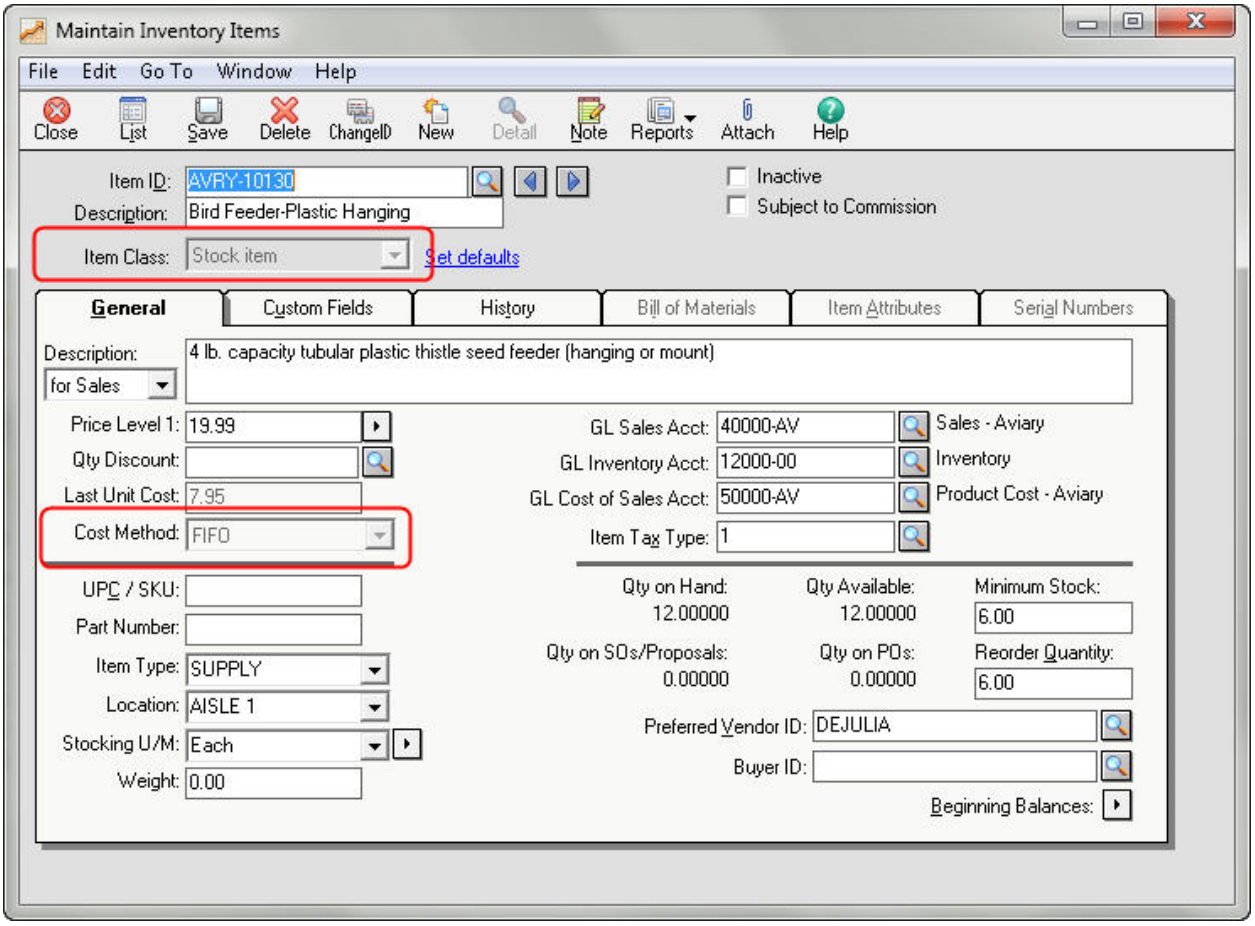


Figure 5-8: The Maintain Inventory Items window.

You may be asking yourself, what does Sage 50 mean by item classes? QuickBooks calls them item "types". In Figure 5-9, you see the different item types used by QuickBooks.

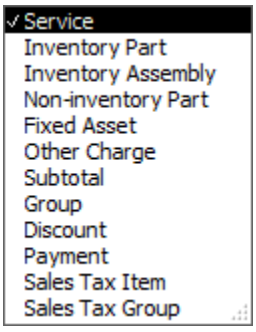


Figure 5-9: QuickBooks list of inventory types.

As you see, many of these items, such as Discount, Subtotal and Group, don't really have anything to do with the products and services you sell. Sage 50 doesn't include those types. The types included with Sage 50 depend on the flavor of the product you are using.

Table 5-1 below lists the various Sage 50 inventory item classes, a description of the class, and the flavor of Sage 50 in which the class is available.

Table 5-1: Sage 50 Inventory Classes

Item Class	Class Description	Available In
Stock	Inventory items you want to track for quantities, average costs, vendors, low stock points, and so on.	Pro Accounting and higher.
Non-stock	Items such as service contracts that you sell but don't put into your inventory.	First Accounting and higher.
Master Stock	Items that consist of information shared by a number of substock items.	Complete Accounting and higher
Serialized Stock	Items that have serial numbers that you plan to track	Premium and higher
Assembly	Items that consist of components that must be built or dismantled	Pro Accounting and higher.
Serialized Assembly	Items that consist of serialized components that you plan to build or unbuild.	Premium and higher
Service	Services provided by your employees that you bill to your customers.-	First Accounting and higher
Labor	Charges that you bill to a customer for subcontracted labor on that customer's projects. ALL?	First Accounting and higher
Activity	Records of how time is spent when employees or vendors perform services.	Complete and higher.
Charge	On-the-job expenses of an employee or vendor.	Complete and higher.
Description Only	Time-saver when you track nothing but the description.	First Accounting and higher

What are costing methods?

Costing methods are how a business calculates the current value of their on-hand inventory. Costing methods apply only to item classes of stock items, master stock items, assemblies, serialized items, and serialized assemblies.

In QuickBooks, unless you have the Enterprise flavor, the only costing method available is Average costing. In Sage 50, you can choose from Average, FIFO (First In-First Out) or LIFO (Last In-First Out). All items converted from QuickBooks are stored in Sage 50 using Average costing. Typically, a business sets all inventory items to use the same costing method.

If you use the Average costing method, Sage 50 adds the total amount paid for the items and divides that by the total units on hand. The average is recalculated each time you purchase more of the item. For example, if you have three blue widgets in stock for which you paid $7 each and five more blue widgets for which you paid $6 each. That's a total of $51 for the eight widgets, or an average of $6.375 each.

If you use the FIFO costing method, Sage 50 calculates costs at the earliest purchase price, for a particular item. Using the FIFO produces the lowest possible net income in periods of falling costs.

With the LIFO costing method, Sage 50 calculates costs at the most recent purchase price. LIFO produces the lowest possible net income in periods of rising costs.

Check with your CPA as to which costing method is right for your business.

Entering Typical Transactions

As QuickBooks provides transactional windows for you to run your day-to-day business, so does Sage 50. The terminology used from one program to the other might vary slightly, but the process is very similar between the two programs.

Enter a Customer Invoice

In this first section, we will take a look at billing your customers for the goods and services you sell to them.

We assume you have shipped the goods or provided the service and now you are ready to send them a bill for your goods or service – an invoice.

First you have to bring up an invoice screen so you can enter the necessary information. To do so, click the **Customers & Sales** tab, click **Sales Invoices** and then click **New Sales Invoice** as you see in Figure 5-10.



A really quick way to display the New Sales Invoice screen is to click Sales Invoice on the Shortcuts list on the left side of your screen.

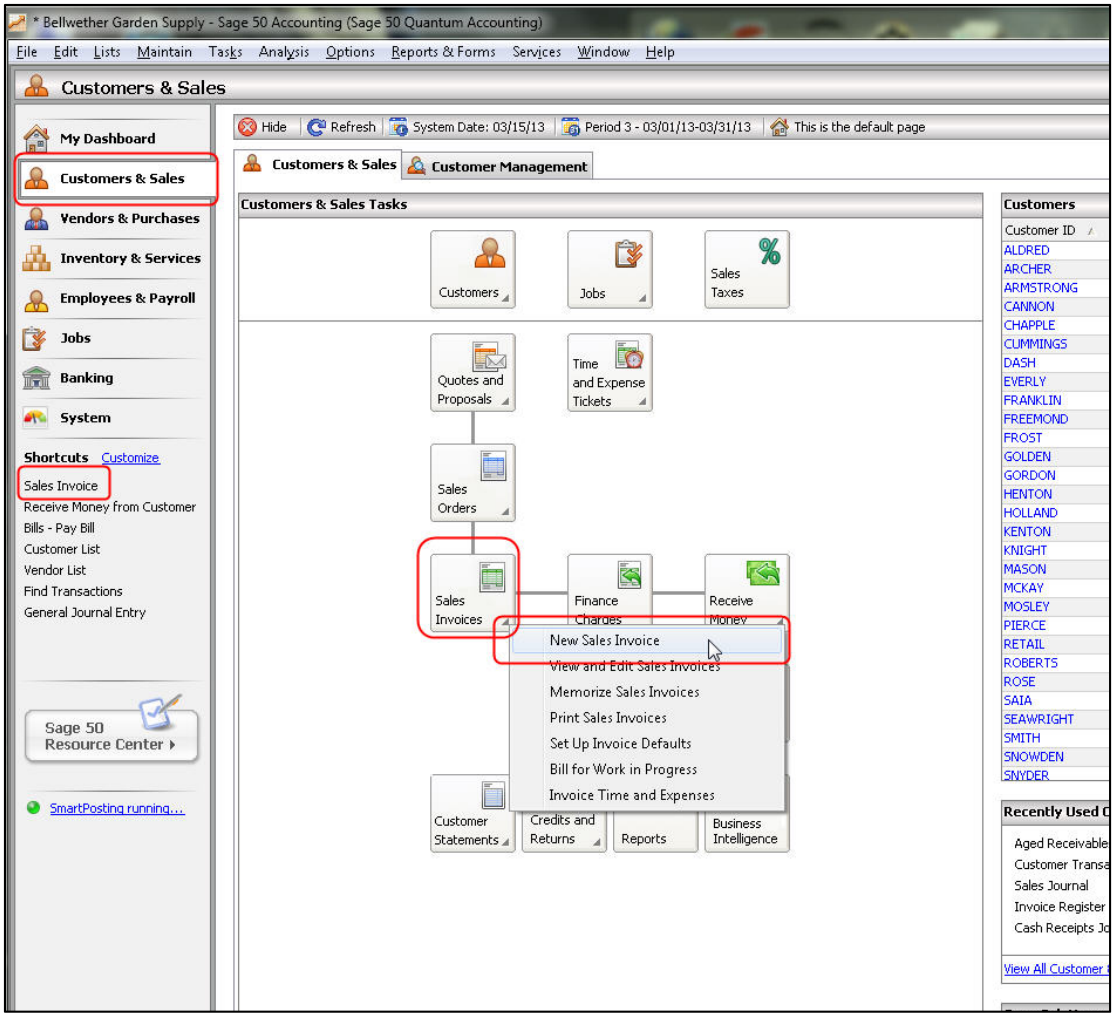
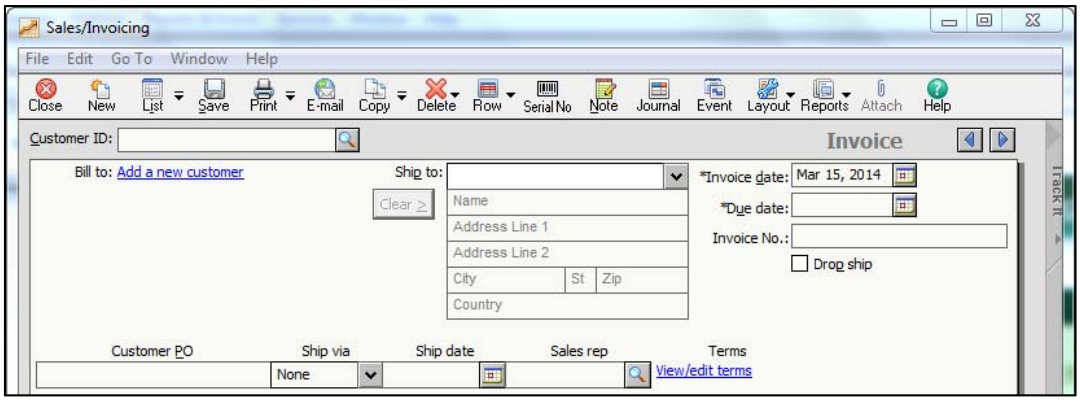


Figure 5-10: Creating a new customer sales invoice.

The Sales/Invoicing window appears. Follow these steps to enter the invoice information:



1. Type or click the lookup icon to select the Customer ID. You can't enter an invoice in Sage 50 unless you have set up a customer.

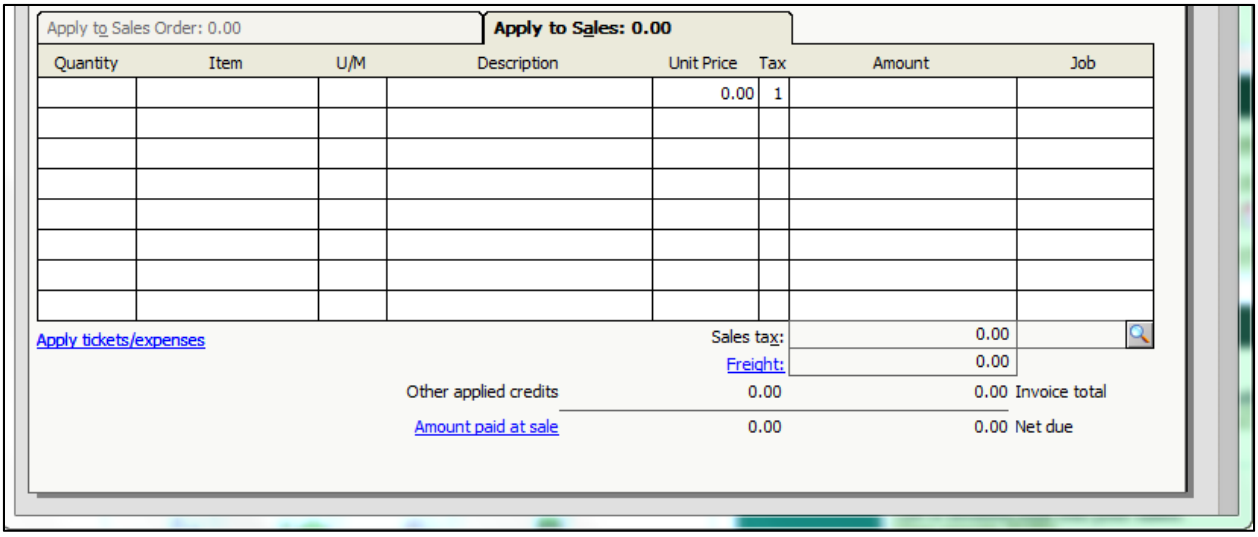


If you don't have the customer already setup, you can quickly add them by entering an ID in the Customer ID field and pressing the plus (+) key or by clicking the Add a new customer link. Sage 50 opens the Maintain Customer window where you can continue entering the customer record.

2. Sage 50 displays the recipient Ship To address, but if you want a different address, either click the Ship To down arrow and choose one of the other stored addresses or manually type the address you want to use in the Ship to field.
3. Enter or select the invoice date.
4. If you're going to print the invoice (and usually you do), don't enter a invoice number because Sage 50 assigns the number when it prints the invoice. If you've already assigned the invoice number, enter the number.
5. If your customer references a purchase order number, enter the purchase order number here.
6. Optionally, type a shipping method or choose a shipping method from the Ship Via list box.
7. If appropriate, enter a shipping date.
8. Optionally, change the Terms for this order
9. Optionally, select a Sales Rep ID
10. You may or may not see the A/R Account field. If you do see it, and if your company is cash-based, the A/R Account field displays <Cash Basis> and you can't access the account box. If your business is accrual-based, you can select the A/R Account option for this sale, although typically you shouldn't change the default. This box is asking what account should Sage 50 use to track the Accounts Receivable. It is NOT asking you what account to use to track the Sale.



*You can change whether Sage 50 hides the account numbers used in invoicing and other Accounts Receivable functions. From the Options menu, choose **Global**. From the Accounting tab of the Maintain Global Options dialog box, click to remove any check mark from the Hide General Ledger Accounts option for Accounts Receivable.*



11. In the body of the invoice, enter the Quantity for the first item on the invoice. A quantity is not required. For example, if you're entering a service or product that doesn't have a quantity; you can leave the quantity blank.
12. If you're selling an inventory item, enter or select the Item ID. Sage 50 fills in the item description, the sales account, the item's unit price, and the tax status. Then Sage 50 multiplies the quantity times the unit price for the amount.

    If you don't use inventory, leave the Item box blank and fill in the Description, Sales Account, Unit Price and select the Tax status. Sage 50 uses default tax types of 1 for Taxable and 2 for Exempt.

Note: If you did not enter a quantity in Step 10, you must enter an amount instead of a unit price.

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13. Repeat Steps 11 and 12 for each item you want to invoice.
14. If you need to charge the customer shipping charges, enter the estimated amount in the Freight box.

Figure 5-11 illustrates an example of a completed invoice.

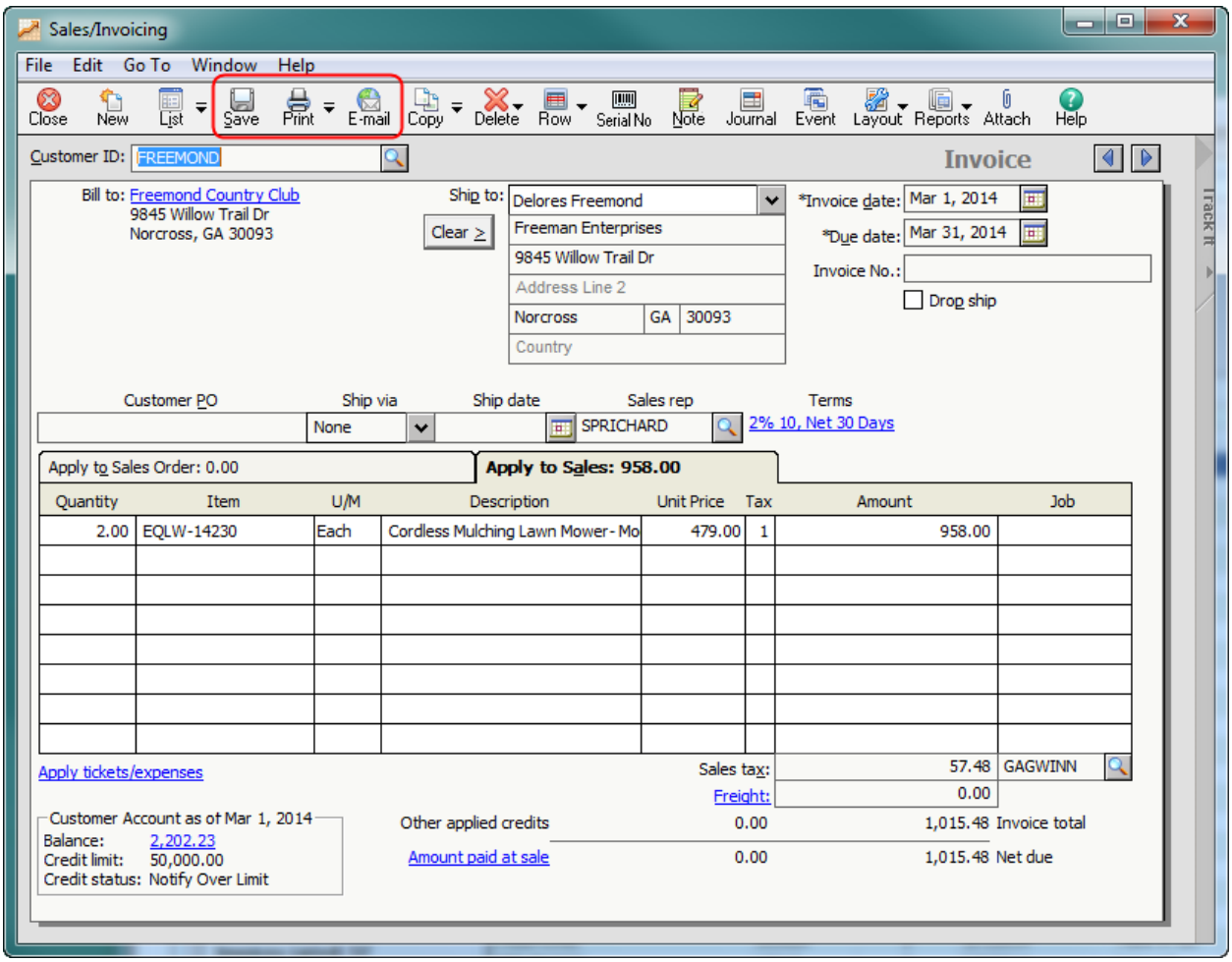


Figure 5-11: A sample customer sales invoice

When you are finished with the invoice, you will probably want to print it. You can print it to your printer, or you can print the invoice to a PDF format and e-mail it to your customer. To print or e-mail the invoice, click the **Print** or **E-mail** buttons along the top and follow the prompts that appear. However, if don't need to print the invoice, simply click the **Save** button.

When you print or e-mail an invoice, Sage 50 also saves the invoice.



If you need to review or modify the invoice after saving it, click the List button along the top of the Sales/Invoicing window. Then, from the resulting list of saved invoices that appears, double-click the invoice you want to change. Make the changes and either save, e-mail or print the invoice to resave it.

Record a Customer Payment

Now comes the fun part. Your customers pay the invoices for the goods and services you provided them. While very similar to the steps in receiving customer payments you took in QuickBooks, there are a few differences.

In Sage 50's Receipts feature, you to enter all checks, cash, and credit card slips you receive and deposit them into one of your cash type accounts, such as your checking, or savings account. The following steps show you how to receive money from your customers:

1. Click the Customers & Sales tab, then click Receive money and choose Receive Money from Customer. (See Figure 5-12).

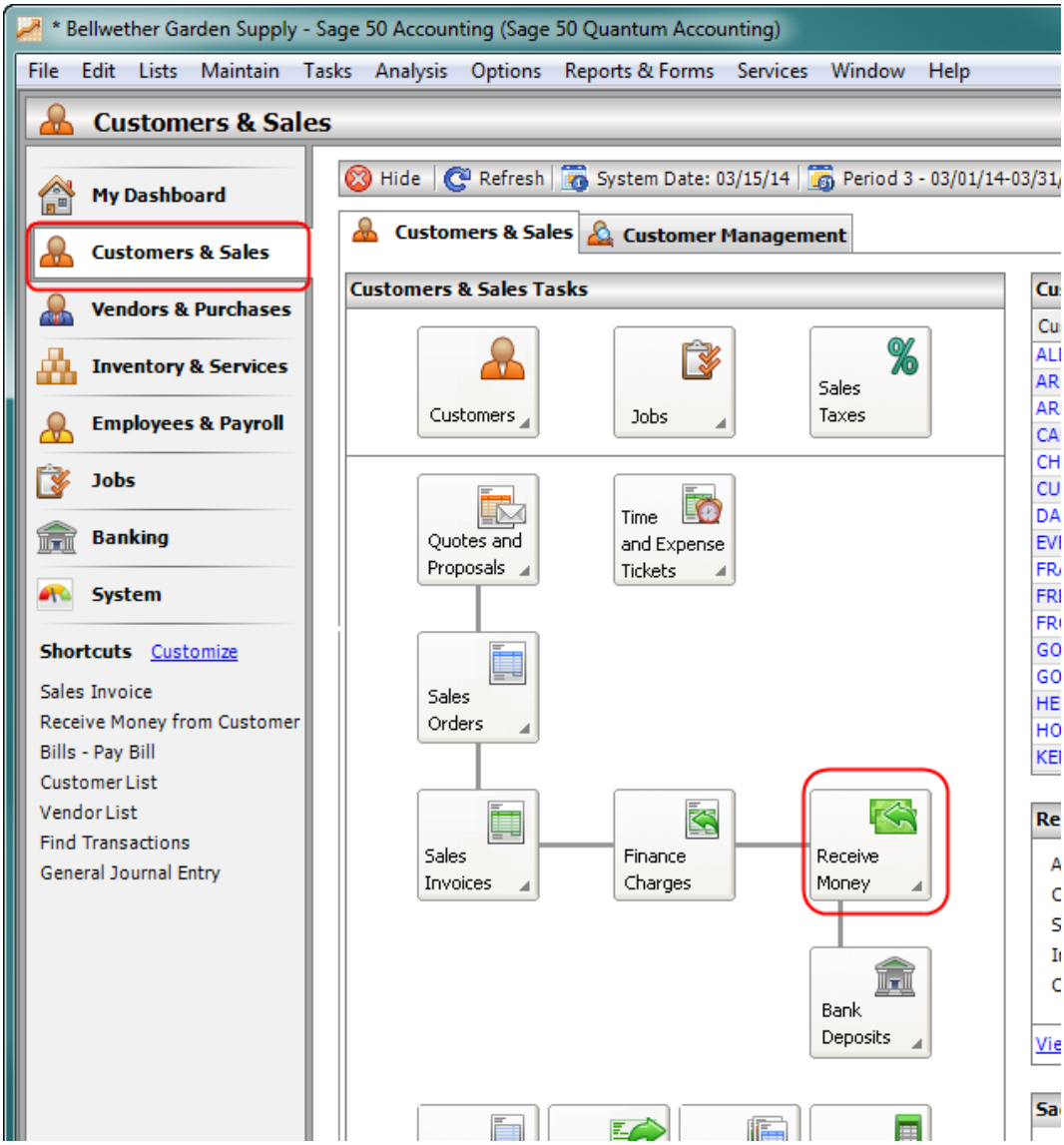


Figure 5-12: Receiving money from a customer.

2. Select the cash account you wish to use for these receipts as shown in Figure 5-13. This is where Sage 50 is a little different than QuickBooks. You should select the bank account where the money will be deposited to. Don't use the Undeposited Funds account like you used in QuickBooks.

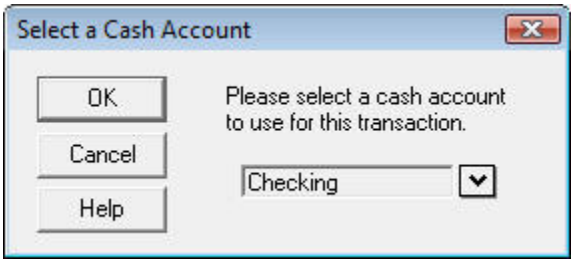


Figure 5-13: Select a cash account.

From the Receive Money window that appears, you will enter the information for the money you receive.

3. Type or select the customer ID. If this customer has unpaid invoices, Sage 50 lists them on the Apply to Invoices tab as seen in Figure 5-14. If the customer has no outstanding balance, Sage 50 displays the Apply to Revenues tab.

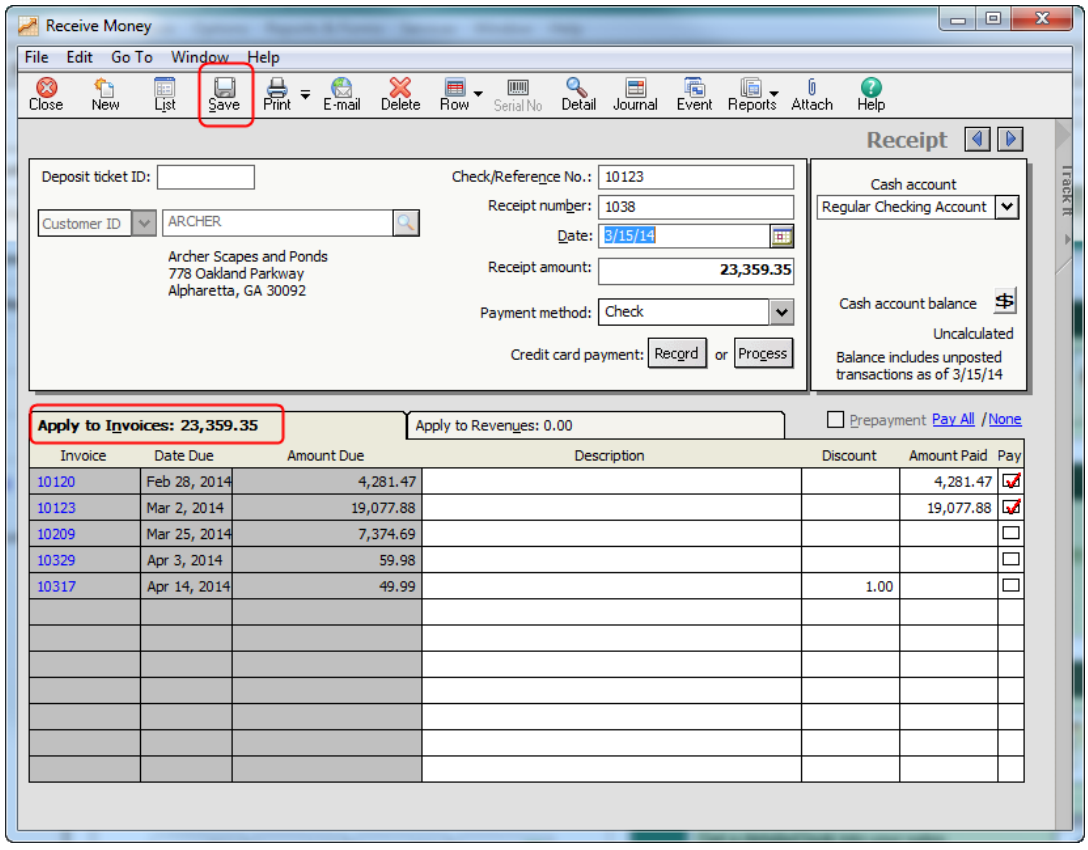


Figure 5-14: Select the invoices the customer is paying.

4. Enter a Reference number such as the customer's check number, a confirmation number or the date. You cannot leave the Reference number blank.
5. Choose the date you received the check.
6. Select or enter a Payment Method: Cash, Check, Charge, and so on.



You can modify which payment methods appear in the list by choosing **Options** from the main Sage 50 screen menu and selecting **Default Information** and choosing **Customer Defaults**.

7. In the Cash Account, verify the bank account into which you're depositing the receipt.
8. Place a check mark in the Pay column beside each invoice being paid by this receipt or if the amount of the receipt doesn't match the invoice amount, enter the actual amount received in the Amount Paid column. Optionally, depending on your version of Sage 50, you can enter the amount of the check in the Receipt amount field and then check the invoices the customer is paying.



To view an invoice detail, double-click an unpaid invoice.



If, based on the customer terms, the invoice is eligible for a discount; Sage 50 automatically displays the discount amount. You can accept that amount, delete it, or enter a different amount. If you provide customer early pay discounts, you should also verify the discount account number at the bottom of the window.

9. Click the **Save** button along the top.



If you need to review or modify the customer receipt after saving it, click the List button along the top of the Receipts window. Then, from the resulting list of saved receipts that appears, double-click the one you want to change. Make the changes and click Save to resave the receipt.

Making a Bank Deposit

Coming from a QuickBooks background, you will be very familiar with this next step. In QuickBooks, you deposited your receipts into an account called Undeposited Funds and then you *had* to group the receipts together to transfer them into your regular checking account.

In Sage 50, the money immediately shows up in the account you chose when entering the receipt, such as your checking account.

Technically, in Sage 50, you don't have to group the receipts together, but if you are going to use Sage 50's Account Reconciliation feature, you will want to use the Select for Deposit option. You use the Select for Deposit window to combine multiple customer receipts into a single bank deposit. Using the Select for Deposit feature greatly speeds up the bank reconciliation process.

To select receipts to include in a bank deposit, follow these steps:

1. Click the **Customer & Sales** tab *or* the **Banking** tab. Both tabs contain buttons for Bank Deposit.
2. Click **Bank Deposits**, then choose **New Bank Deposit**. See Figure 5-15.

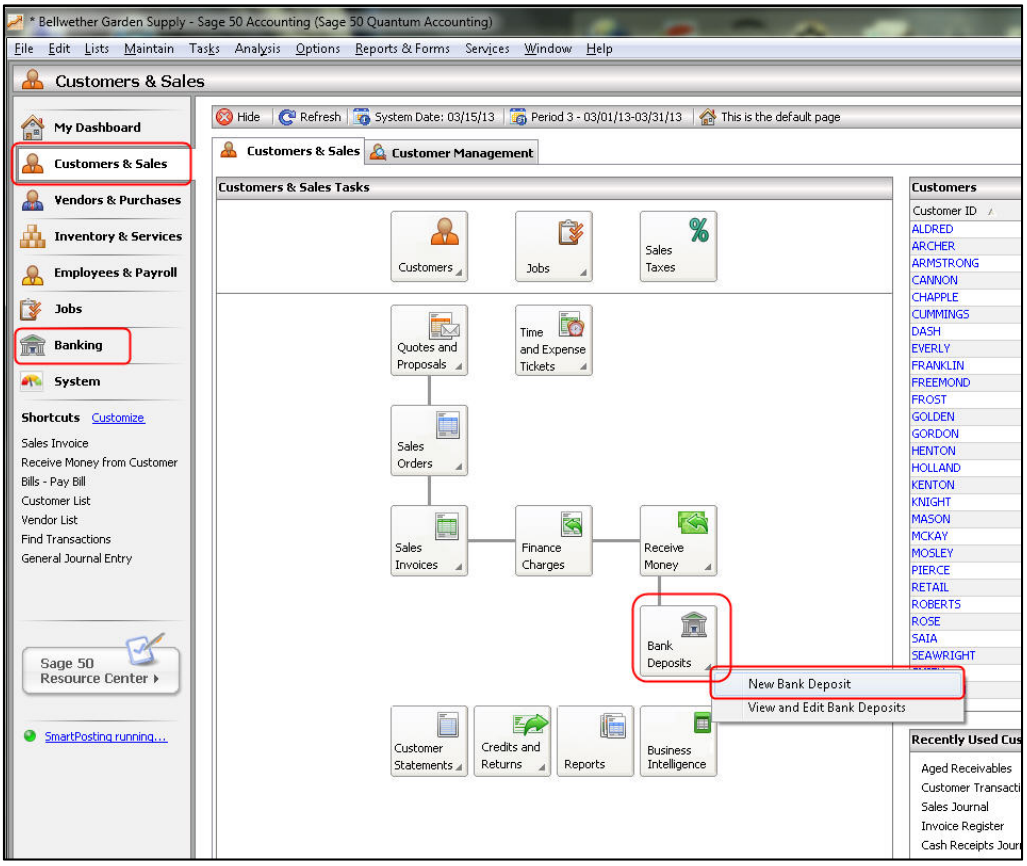


Figure 5-15: Grouping receipts together for a deposit.

The Select for Deposit window appears, as shown in Figure 5-16.

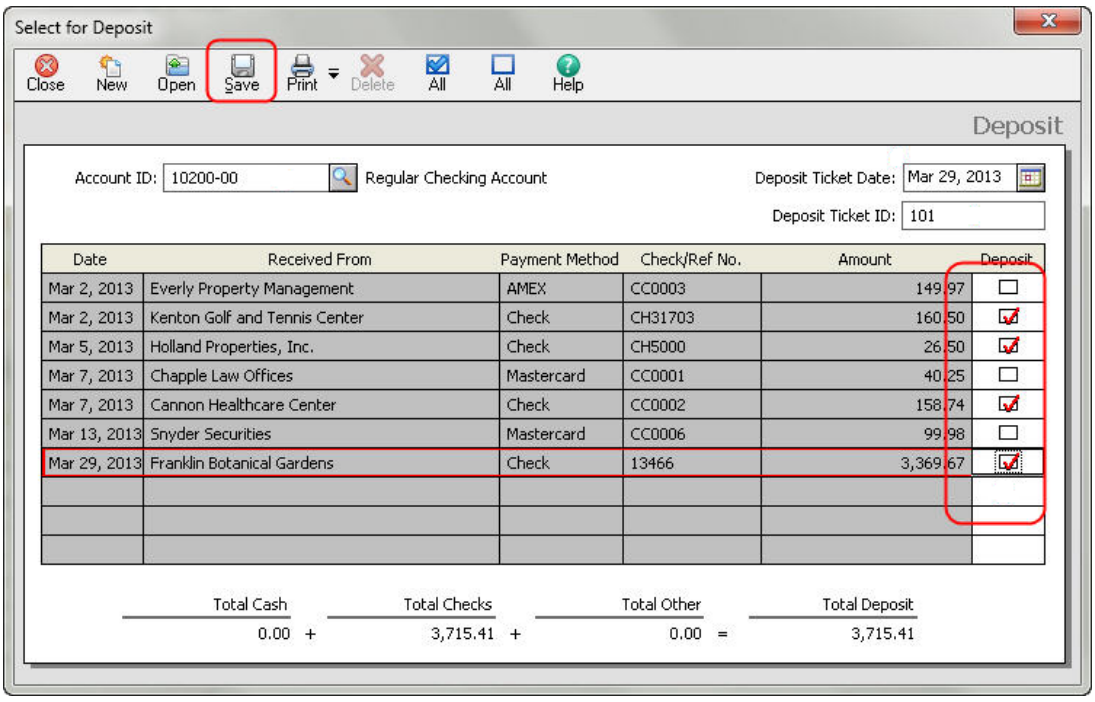


Figure 5-16: Grouping receipts together for a deposit.

3. If needed, select a different cash account from the Account ID drop-down list.
4. Enter the Date on which you will make the deposit.
5. Enter or accept the currently suggested Deposit Ticket ID.
6. Click the Deposit check box next to the receipts you want included in the current deposit or select all the receipts simultaneously by clicking the All button with the check mark. The total deposit at the bottom of the screen should match your actual deposit amount.
7. Click the **Print** button if you want to print a list of your current deposit, or click the **Save** button.

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*To review, modify, or print an existing deposit, click the **Open** button.*

Enter a Vendor Bill

Extremely rare is the business that doesn't have vendors. Vendors are those businesses or individuals from which you purchase goods and services. You might buy

items for your inventory to sell to your customers, or you might buy equipment or raw materials so you can make goods to sell. Even if your business supplies only services and not tangible goods, you still need to buy supplies and services to run that business such as office supplies or snow removal.

Sage 50 calls the bill you get from your vendor, a Purchase/Receive Inventory transaction. There are several methods to track these bills, but most businesses take the approach that you record a bill received from your vendor and pay it at some future date.

The following steps show you how to enter a bill from a vendor:

1. Click the **Vendors & Purchases** tab and choose **Enter Bills**, then click **New Bill**. (Figure 5-17).

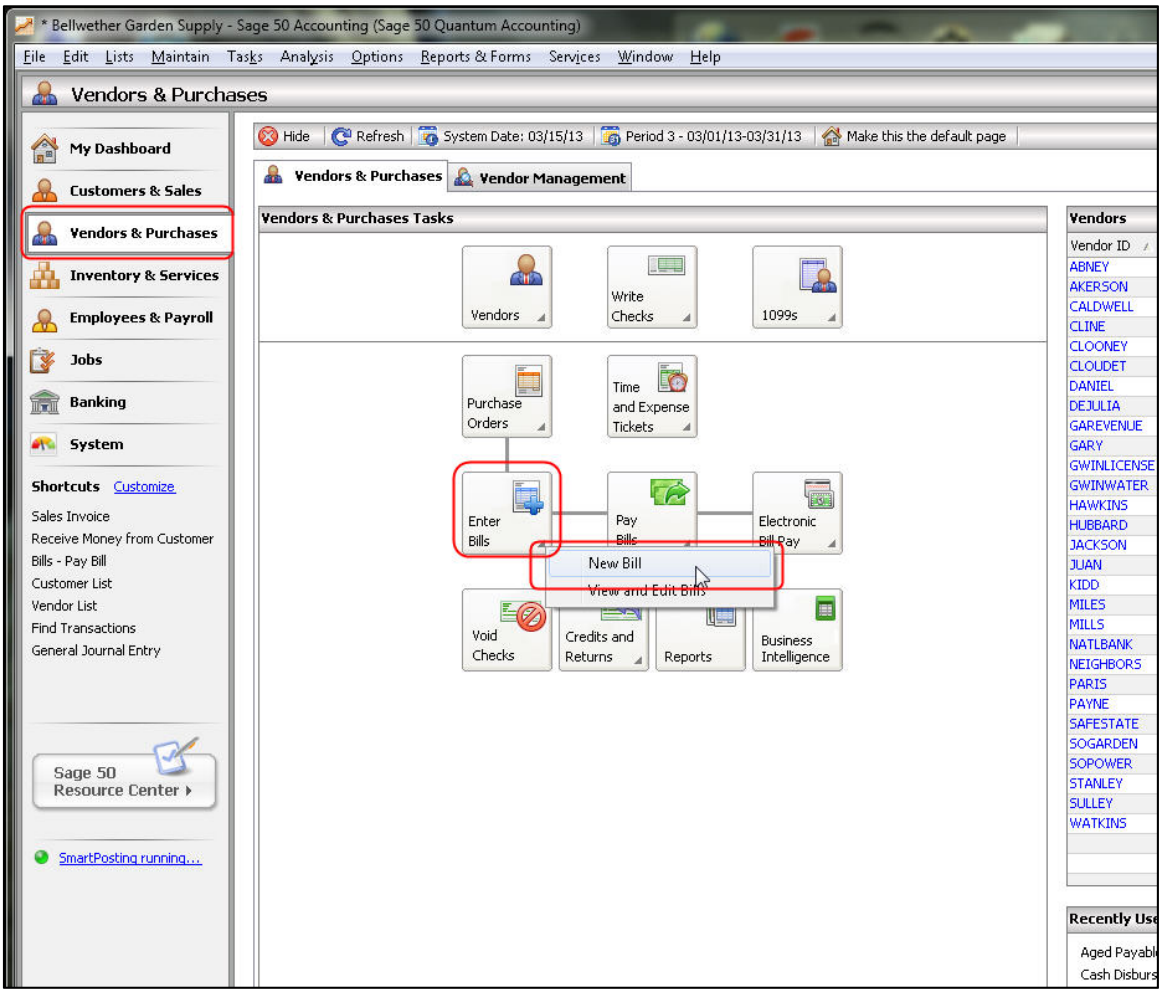


Figure 5-17: Recording bills from vendors.

2. In the resulting Purchases/Receive Inventory window seen in Figure 5-18, you enter the information regarding the vendor bill. Type or select the vendor's ID in the Vendor ID text box. After you select a vendor, Sage 50 fills in the vendor's name and Remit To address. Your company's name also appears in the Ship To address box.

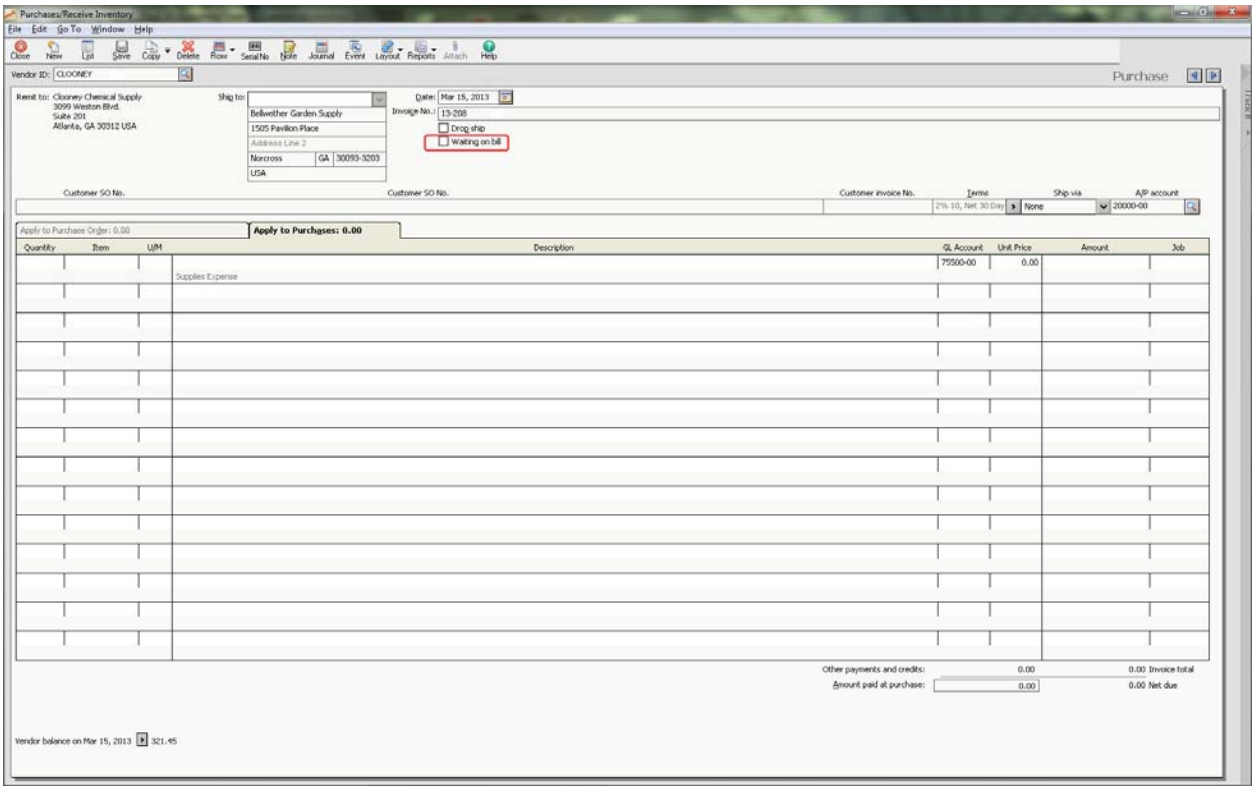


Figure 5-18: Entering the vendor invoice information.

3. Enter or select the date on the vendor bill. Some businesses use the date printed on the vendor bill and others use the date they actually received the goods or service.
4. In the Invoice No. text box, type the invoice number provided on the vendor's bill. The vendor invoice number is required, however, some vendors, such as utility companies, don't provide you with an invoice number. In that case, you will have to make one up.

   You can't use an invoice number more than once for a particular vendor so many businesses use a date system such as 2014-2 for a February, 2014 bill. You can reuse an invoice number as long as you assign it to a different vendor.



Sage 50 assumes that you wouldn't enter a bill from a vendor for merchandise without having first received the merchandise—and entering a bill for merchandise does update inventory quantities on hand, so, don't enter a bill until you receive the goods.

*You might, however, receive the goods without yet receiving the bill. In this second case, you enter a purchase and make sure that you check the **Waiting on Bill** box.*



You can change the A/P account, but typically, you don't. The A/P account is the Accounts Payable type account which is setup in your Chart of Accounts. Sage 50 remembers which A/P account was last used.

5. In the Quantity field, type the quantity for which you're being billed. Quantity is an optional field, so you don't have to enter a quantity if the bill is for a service.
6. The way you enter the next lines depends on whether you are receiving inventory items. Figure 5-19 shows you an vendor bill for both inventory goods and non-inventory service.



Here's a difference between QuickBooks and Sage 50. QuickBooks has you use a separate window to receive inventory items versus non-inventory goods and services. In Sage 50, you do this in the same Purchase/Receive Inventory window.

- If you are recording a bill for an inventory item, select the item in the Item list box. Sage 50 fills in the Description, GL Account, the Unit Price, and the Amount (unit price times quantity) boxes. You can override the Unit Price if necessary.
- If you are recording a bill for an item or service that is not setup as an inventory item, skip the Item box and just fill in the Description, a GL Account, and Unit Price boxes. The GL account is typically an expense account.

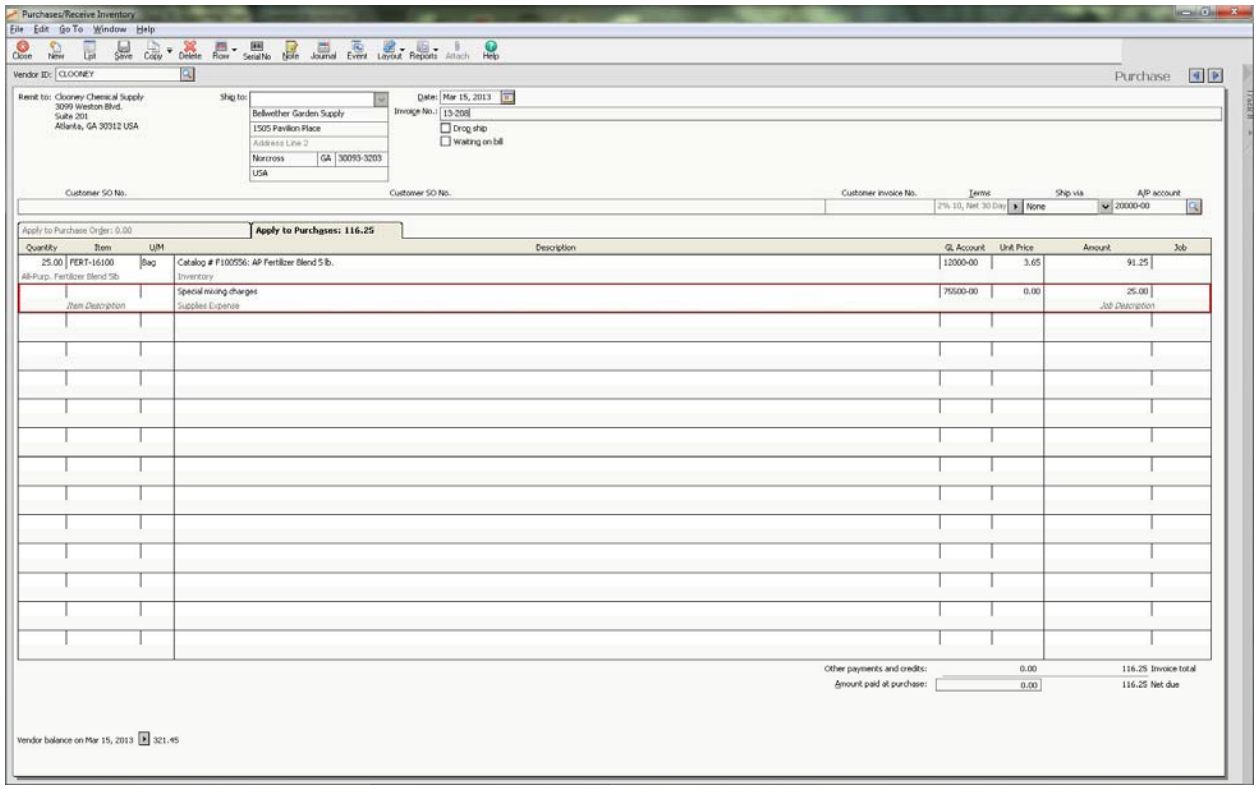


Figure 5-19: Receiving inventory and non-inventory goods and services.

7. Repeat Steps 5 and 6 for each item that appears on the bill you're recording.
8. Click the **Save** button to save the transaction.

Pay a Vendor Bill

Now that you've entered your vendor bills, at some point in time you have to pay them.

Most businesses plan to pay their bills on a regular basis, for example, every Friday and pay only those bills that are due before the next Friday. In Sage 50, you can select all bills due by a certain date, or you can select bills that are past due by a number of days you specify or only pay bills for certain vendors. Then you simply tell Sage 50 to write the checks and the chore is finished.



*To make it easy to see what you owe your vendors, you could view or print an Aged Payables report. Click the **Vendors & Purchases** tab and then click the **Reports** button. From there, you can choose to print an Aged Payables report.*

Depending on whether you want to pay a group of bills or if you only need to write a check or two, you need to decide which payment method best suits your needs.

If you want to pay a group of bills, you'll find the Select for Payment window the screen easier to use, however, if you only want to pay a couple of bills or need to quickly write a single check, you'll want to use the Payments window.



To pay a group of bills, you can only pay those vendors that you have already setup in Sage 50 and the vendor bills must be entered previously through the Purchase/Receive Inventory window.

Paying a Group of Bills

When paying a group of bills, Sage 50 looks for vendor invoices you've previously entered. It displays the vendor bills that are eligible for payment based on the criteria you provide. To pay a group of bills, follow these steps:

1. From the **Vendors & Purchases** tab, click the **Pay Bills** button. You see several options available as shown in Figure 5-20.

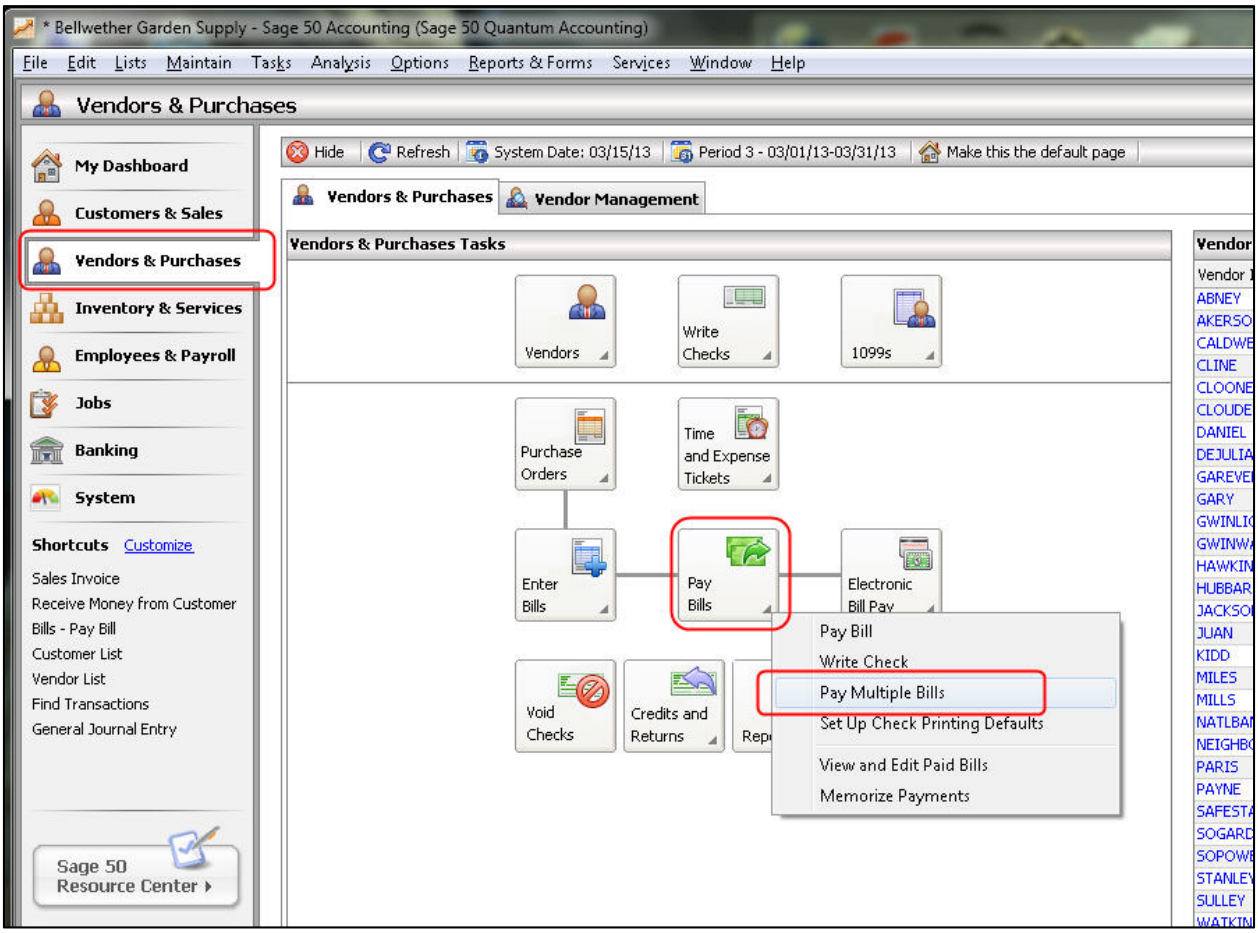


Figure 5-20: Preparing to pay a group of bills.

2. Choose **Pay Multiple Bills**. The Select for Payment - Filter Selection dialog box appears, shown in Figure 5-21.

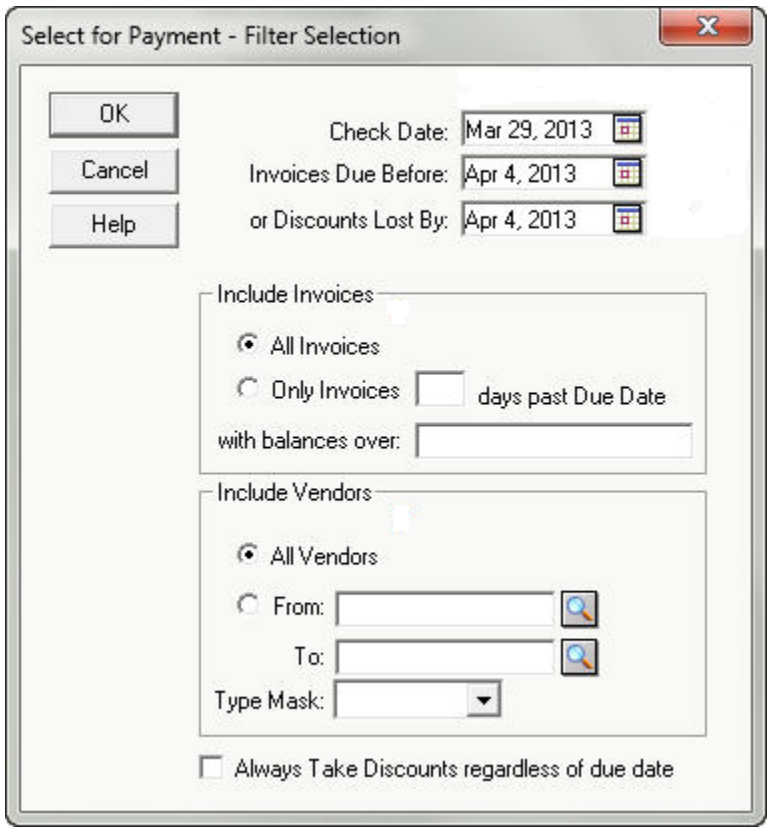


Figure 5-21: Select the criteria for the bills you want to pay.

3. Select the date you want for the checks.
4. If you only want to pay the bills that are due, use the Invoices Due Before date to set a cut-off date for purchases that you want to pay. Any vendor bills with a due date after the date you specify will not appear in the pay list.



To avoid being late in paying upcoming bills, set the Invoices Due Before date equal to a date that falls just before your next bill paying date.

5. Set a date for the Or Discounts Lost By box if your vendors offer you discounts for paying by a specified date. If your vendors don't offer you early payment discounts, you can ignore this box.
6. In the Include Invoices section, select the range of invoices to include. Most businesses typically leave this at the All Invoices option, but you can click here and be more specific about which bills you want to pay.
7. In the Include Vendors section, you can choose to display the bills only from specific vendors.

8. Click **OK**.

Sage 50 displays the Select for Payment window you see in Figure 5-22, displaying purchases that meet the criteria you just specified.

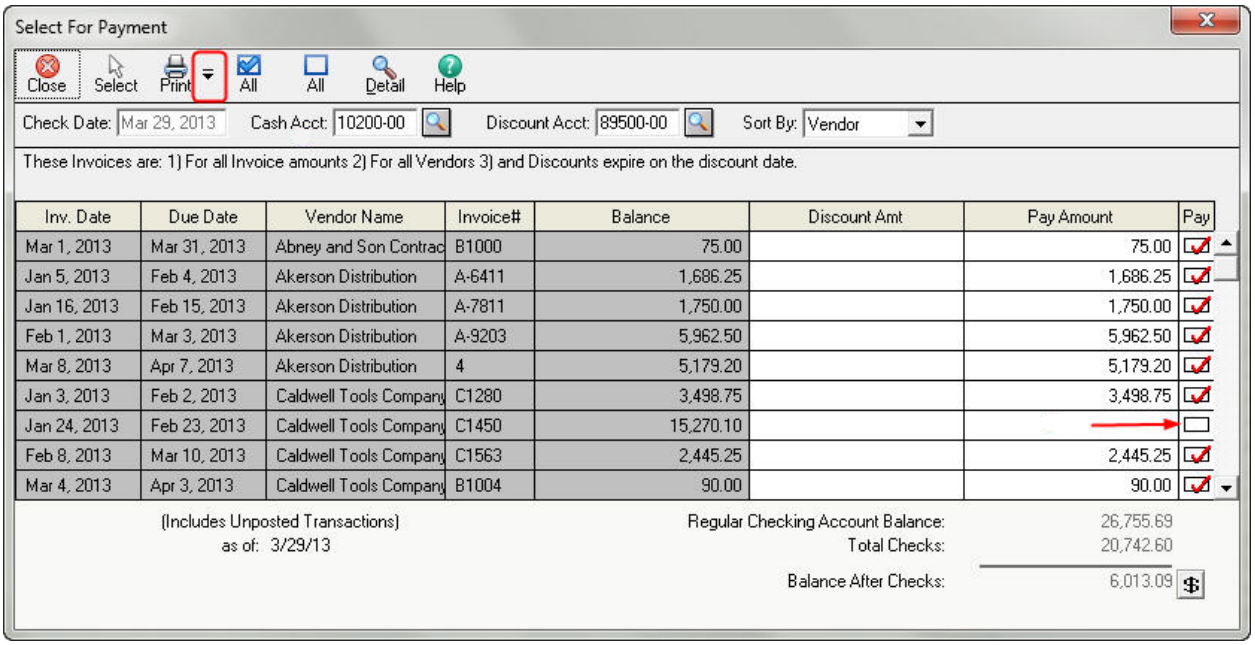


Figure 5-22: Vendor bills meeting the criteria you entered.

Initially, you see the bills listed by Invoice Date order, but you can click the Sort by box and choose a different sort order such as by Vendor.

9. Verify the Cash Account to be sure the checks will be written on the correct account.
10. Remove the check mark from any bill that you don't want to pay at this time.

If you want to pay an amount different than the invoice amount (such as a partial payment), type the correct amount in the Pay Amount column.

11. Optionally, before you print the checks, you may want to print a report of the selected bills, just to verify your selection. To do so, click the drop-down arrow next to the Print button and choose Report.
12. When you are ready to print your checks, click the **Print** button and follow the on-screen prompts to print your checks.

13. When the checks finish printing, click **Yes** to the message you see here in Figure 5-23.

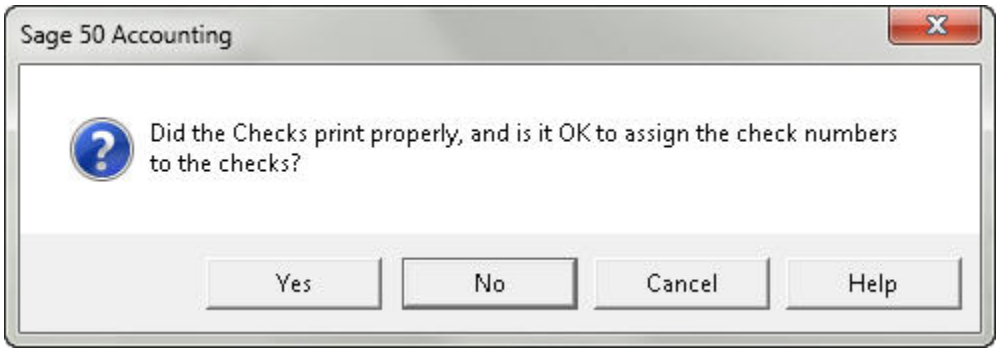


Figure 5-23: Click Yes to save the checks and assign the check numbers to the payments.

Paying One Bill at a Time

Occasionally, you need to write only one or two checks. For example, you want to reimburse an employee for some supplies he picked up for you. To record the check you don't want to go through the steps of entering a purchase and then pay the purchase using the Select for Payment window. To print or record a single check, use the Payments window. Essentially, you use the Payments window in two main situations:

- You don't need to print a check; you just need to record that it was written. This is how you would handle electronic EFT payments or automatic deductions from your checking accounts.
- You only have a few checks to write. These checks could be for vendor bills that you've already entered; or they might be for items you want to enter without using the Purchase/Receive Inventory window.



From the Payments window, you can pay vendors you've set up, or you can write a check to someone you haven't and don't want to set up as a vendor. You also use the Payments window when you need to issue a refund check to a customer.

Follow these steps to pay one bill at a time:

1. From the **Vendors & Purchases** tab, click the **Pay Bills** button and choose **Pay Bill**. (Figure 5-24)

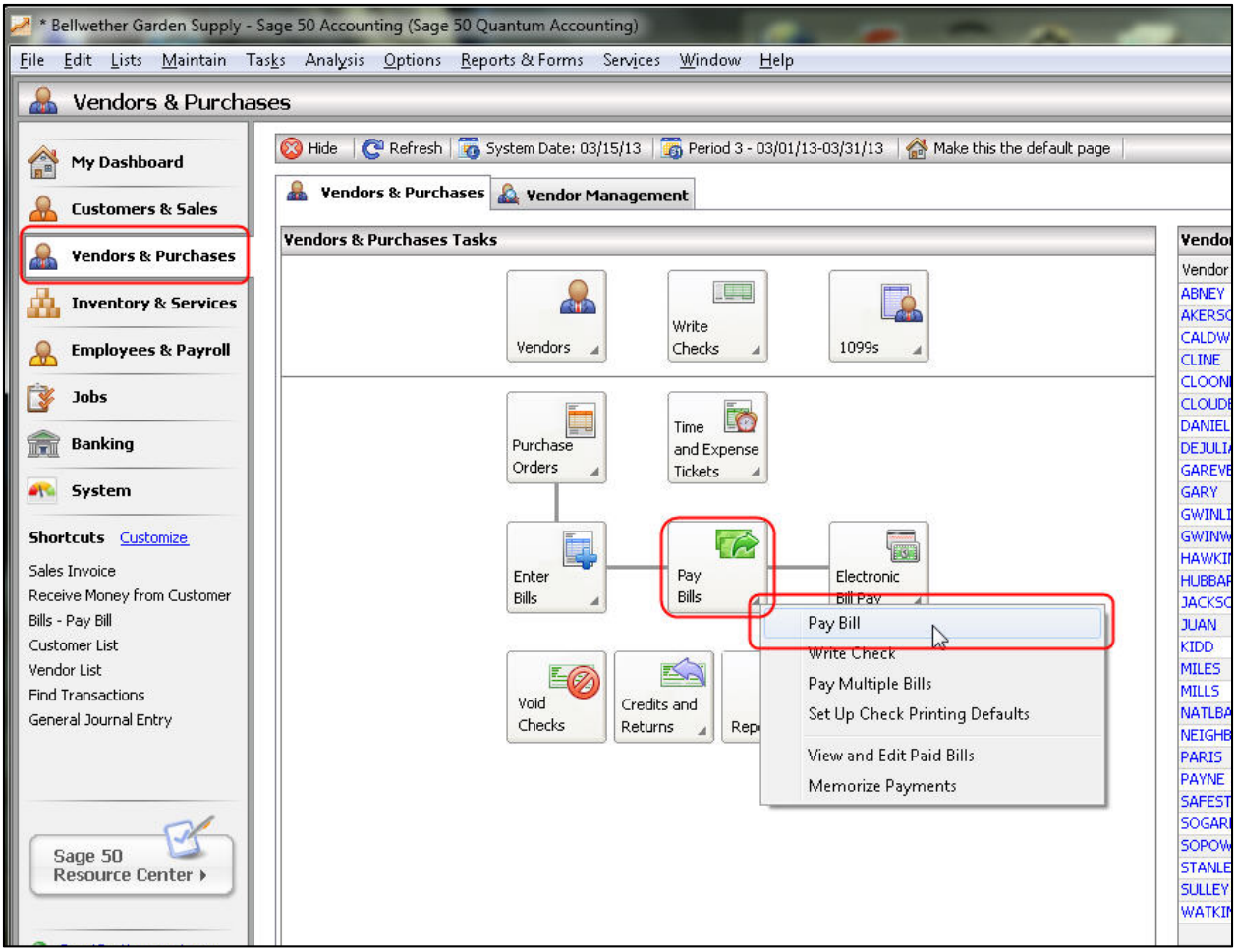


Figure 5-24: Writing individual checks.

2. From the Payments window shown in Figure 5-25, enter or select a vendor or if the check is not to a vendor you have set up, type a name in the Pay to the Order of box.

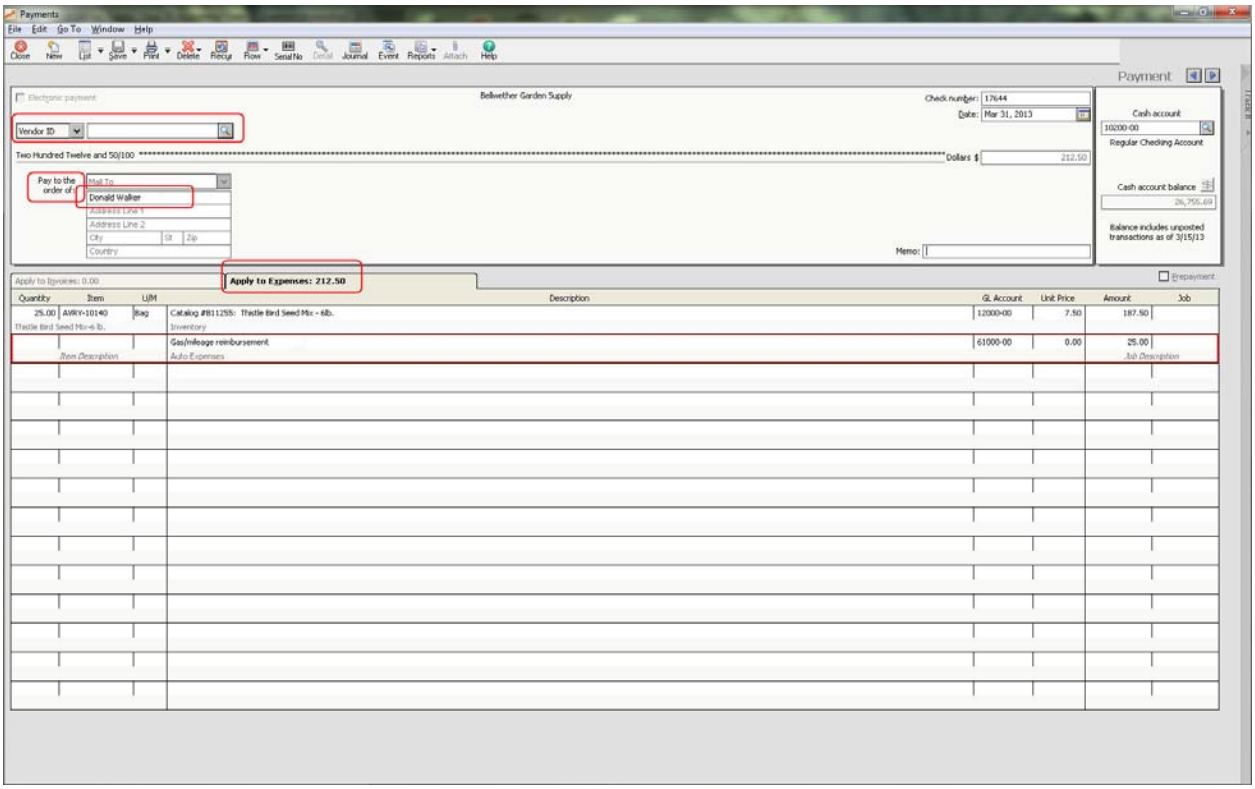


Figure 5-25: The Payments window.

What you see next depends on whether or not you are choosing a vendor who has unpaid purchases.

3a. If the vendor doesn't have any unpaid purchases, or if you don't select a vendor but instead type a name in the Pay to the Order of box, Sage 50 displays the Apply to Expenses tab as you see above in Figure 5-24. If appropriate, fill in the quantity and select an item. If you don't select an item, fill in the description, supply the GL account, and, if appropriate, type a unit price. Sage 50 calculates the amount.

3b. If you select a vendor and the vendor has outstanding purchases, the Payments window displays the Apply to Invoices tab, listing all unpaid purchases for the vendor (see Figure 5-26). Place a check mark in the Pay column next to all bills you want to pay. Sage 50 displays the dollar amount of the check on the check face.

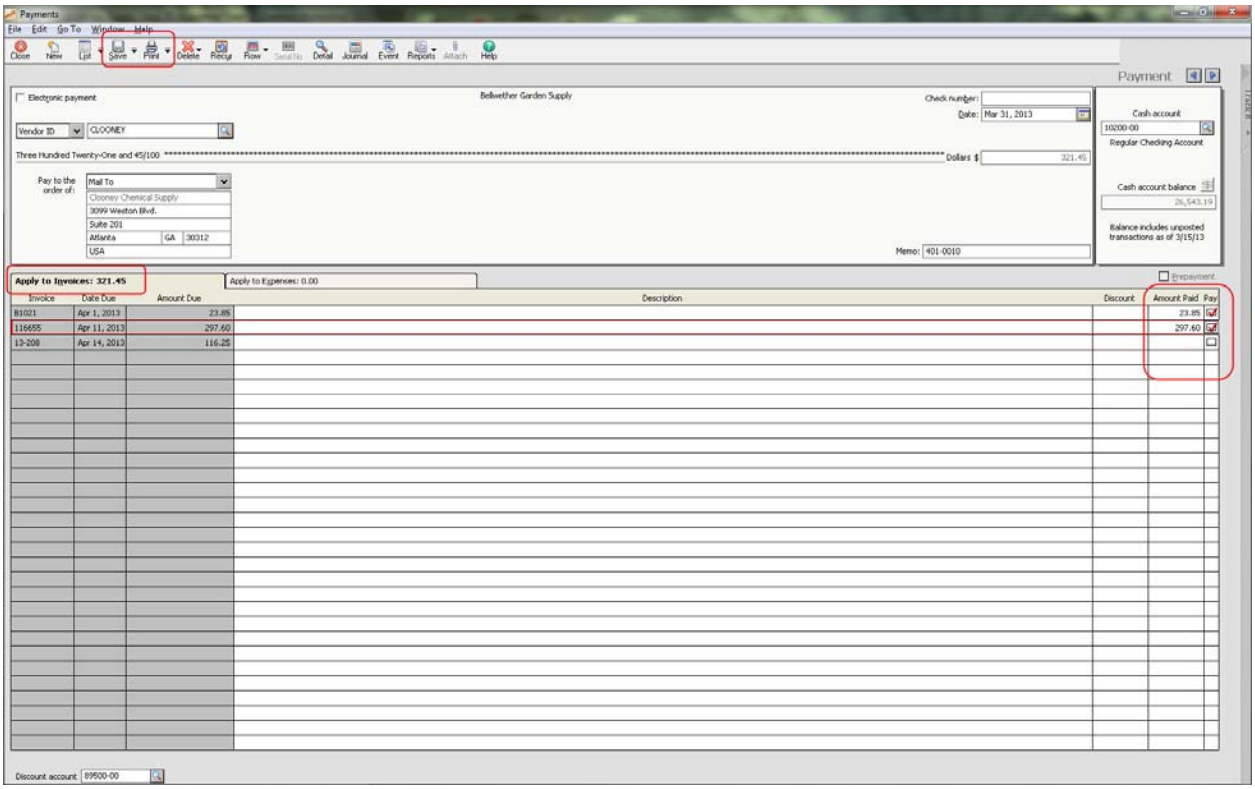


Figure 5-26: Check the bills you want to pay.



You can partially pay the purchase by typing an amount in the Amount Paid column on the line of the purchase you want to pay.

4. If you don't intend to print the check, type the check number, but if you do plan on printing the check, leave the check number blank.
5. Enter or select a date for the check.
6. Verify the Cash Account from which you want to write the check.
7. If you do not want to print the check, click the **Save** button, but if you do plan on printing the check click the **Print** button and follow the on-screen prompts.

Make an Inventory Adjustment

Whether you take a physical inventory count of all your goods, or just need to adjust the quantity on hand of a single product, you use Sage 50's Inventory Adjustment feature.

Follow these steps to make inventory adjustments:

1. Click the **Inventory & Services** tab and choose **Inventory Adjustments**. See Figure 5-27.

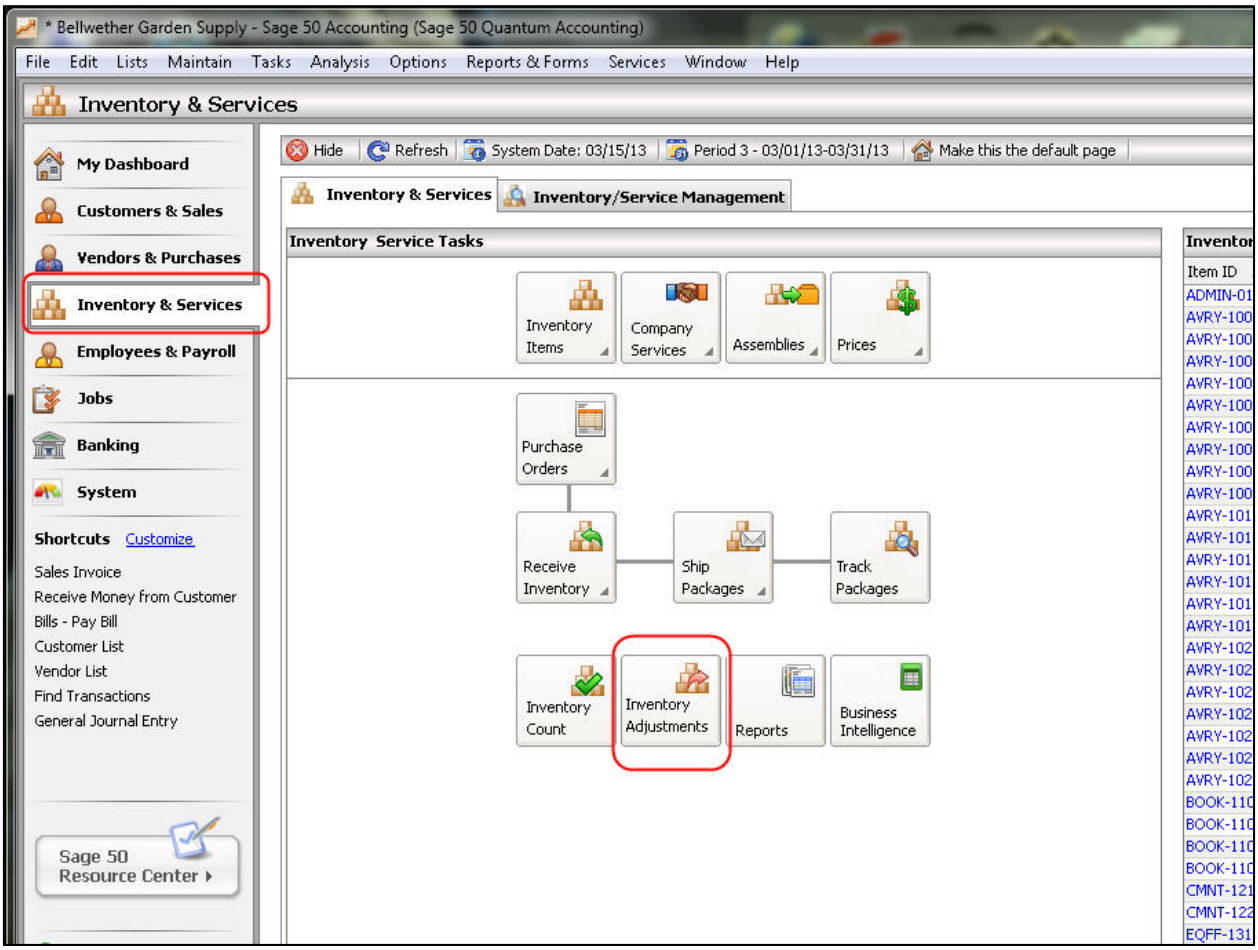
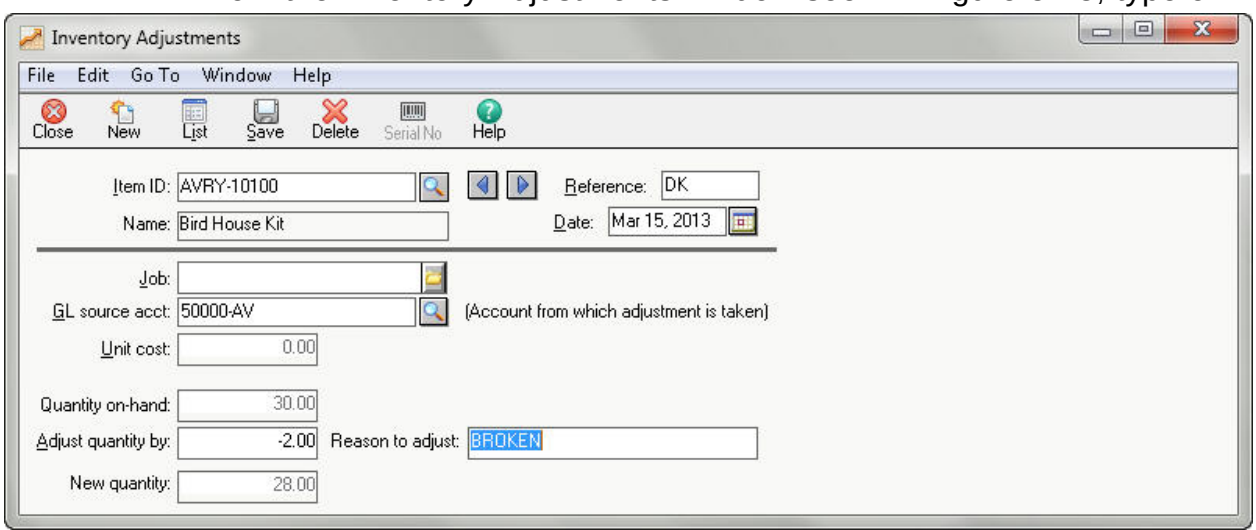


Figure 5-27: Making inventory adjustments.

2. From the Inventory Adjustments window seen in Figure 5-28, type or



select the Item ID you want to adjust.

Figure 5-28: Enter information about the adjustment.

3. Enter a Reference number or any piece of information to identify this transaction, perhaps your initials.
4. Select a Date for the inventory adjustment.
5. Choose the GL Source Account you want to charge for the adjustment cost. The source account is often the sales account or if you have an account setup for “lost or damaged goods”, you might use that one.
6. If you are going to increase your inventory count, enter a Unit Cost. By default, the last purchase price you entered appears here, but you can change it if needed. If you are going to decrease your inventory count, you cannot enter a Unit Cost. Sage 50 determines the cost of the adjustment based on the item’s costing method at the time of the adjustment.



Not putting in a unit cost when increasing inventory can throw off your entire inventory valuation. Be sure to enter an accurate cost.

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7. In the Adjust Quantity By field, type a quantity to adjust. If you need to increase your quantity on hand, enter the number to adjust as a positive number. If you need to decrease your quantity on hand, enter the number to adjust as a negative number.
8. In the Reason to Adjust box, describe why you’re creating the transaction (for example, broken or annual inventory).
9. Click **Save** to save the transaction.

Appendix A

This appendix is designed to help you understand the different data fields that exist in QuickBooks and Sage 50 and how they relate to each other.

The tables in this appendix show you which QuickBooks data fields are and which are not converted to Sage 50. Additionally, you see what Sage 50 calls the field and additional comments about the field during conversion. Above each table you see the

QuickBooks screen on the left and the Sage 50 screen on the right. Not all fields are shown in each screen.

LISTS

Company Information Fields

In QuickBooks	In Sage 50	Comments
Legal Company Name	Company Name (only the first 39 characters)	If QuickBooks legal company name is entirely numeric or blank Sage 50 will use the value listed in the Company name field. If this field is also entirely numeric or blank the company name will be converted as "No Name" in Sage 50.
Company Address, City, State, and Zip Code	Company Address, City, State, and Zip Code	QuickBooks allows multiple company addresses. Sage 50 will only convert the first address.
Country	Country	Sage 50 will convert only one of the following from QuickBooks: US, Canada, Other.
Federal ID	Federal Employer ID	
State Employer ID	State Employer ID	Sage 50 will only convert the first state employer ID.
State Unemployment ID	State Unemployment ID	
Income Tax Form Used	Form of Business	Form 1020, 990, 990-PF, 990-T, and Other are converted to "Corporation" Form 1020S is converted to "S-Corporation" Form 1065 is converted to "Partnership" Form 1040 is converted to "Sole Proprietor"
N/A	Company Telephone Number Company Fax Number Company E-Mail Company Web Site	These fields are not available in QuickBooks and must be manually updated in Sage 50.
N/A	Posting Method	Sage 50 will set all companies converted from QuickBooks to use real-time posting method.
N/A	Accounting Method	You are prompted to select your company's accounting method during the conversion to Sage 50.

Chart of Accounts Fields

In QuickBooks	In Sage 50	Comments

In QuickBooks	In Sage 50	Comments
Name	Description (only the first 30 characters)	
Number	Account ID	Each account listed in the QuickBooks chart of accounts must have an account number in order for the conversion process to begin.
Type	Account Type	
Bank	Cash	
Undeposited Funds	Cash	
Accounts Receivable	Accounts Receivable	
Other Current Assets	Other Current Assets	
Fixed Assets	Fixed Assets	
Other Assets	Other Assets	
Accounts Payable	Accounts Payable	
Credit Card	Accounts Payable	
Other Current Liabilities	Other Current Liabilities	
Long Term Liability	Long Term Liability	
Equity	Equity – doesn't close	Except Retained Earnings which becomes Equity – Retained Earnings in Sage 50
Income	Income	
Other Income	Income	
COGS	Cost of Sales	
Expense	Expense	
Other Expense	Expense	
Inactive	Inactive	
Current Balance	Current Balance	Each account beginning balance is entered as of the day before the first period you chose to enter data during the conversion process.

** Note: Sub accounts of, descriptions, and bank numbers are not converted to Sage 50.*

Customer Fields

In QuickBooks	In Sage 50	Comments
Customer	Customer ID	Sage 50 will convert the first 20 characters of a customer's name and append a number to the ID.

In QuickBooks	In Sage 50	Comments
Customer	Name	Sage 50 will only convert the first 39 characters of a customer's name.
Company Name	N/A	Sage 50 inserts the company name as the first line of all ship-to addresses.
Mr./Ms./... First Name M.I. Last Name	N/A	
Contact	Bill-toContact	Sage 50 will convert the first 20 characters of a customer's contact. Sage 50 will not convert the alternate contact.
Phone	Telephone 1	Sage 50 will convert the first 20 characters of a customer's phone number.
FAX	Fax	Sage 50 will convert the first 20 characters of a customer's fax number.
Alt. Phone	Telephone 2	Sage 50 will convert the first 20 characters of a customer's alternate phone.
Bill To Address	Bill To	
Ship To	Ship To	QuickBooks includes one ship-to address. Sage 50 allows for nine ship-to addresses.
Type	Customer Type	Sage 50 will convert the first 8 characters of a customer's type.
Terms	Terms	
Standard	Standard or Non-Standard	
Date Driven	N/A	This field is not available in Sage 50
Discount percentage	Discount %	
Discount if paid with XX days Discount if paid before the XXth day of the month	Discount in XX days	
Net Due before the XXth of the month	Due on the XX next month	
Due the next month if issued within XX days of due date.	Due on the XX next month	Sage 50 does not use this type of term. Therefore, Sage 50 customers will not be given extra time if issued within XX days of the due date.
Rep	Sales Rep	
N/A	G/L Sales Account	Sage 50 requires each customer to have a default sales account. During the conversion process, you are prompted to select a default sales account for all customers converted from QuickBooks. After the

In QuickBooks	In Sage 50	Comments
		conversion is complete, you can assign unique defaults to each customer.
Credit Limit	Credit Limit	
Customer is taxable	N/A	Sage 50 uses sales tax IDs to determine sales tax setup. Sage 50 also uses item tax types to determine if exempt or not.
Tax Item	Sales Tax ID Sales Tax Agency	Each QuickBooks tax item is converted to a sales tax agency, a component of Sage 50's sales tax IDs. Each non-exempt tax item is also converted as its own Sage 50 sales tax ID.
Tax Group	Sales Tax ID	Each QuickBooks tax group is converted as a Sage 50 sales tax ID, containing their respective tax item components - Sage 50 sales tax agencies.
Resale Number	Resale #	
Custom Fields 1-15	Custom Fields 1-5	Sage 50 will only convert the first five custom fields set up for QuickBooks customers.
Inactive	Inactive	
Notes	N/A	Sage 50 cannot convert notes entered for customers in QuickBooks. Instead, Sage 50 uses comments in the customer event log and company to-do list in Action Items.
Invoice Number (Outstanding)	Beginning Balance	All outstanding invoices for a customer are converted as one beginning balance in Sage 50 and referenced as BEGBAL. *Note: If a customer record has a job associated with it, then the job's open balance is converted as a separate beginning balance (also referenced as BEGBAL with a number appended to it).*
Amount	Current Balance	All outstanding invoices for each customer (job) are totaled together and entered as one beginning balance In Sage 50. This beginning balance is entered as of the day before the first period you chose to enter data during the conversion process..
A/R Account	N/A	Sage 50 does not assign default A/R accounts to customers.
Ship Via	N/A	Sage 50 does not convert QuickBooks ship-via list. These are set up in Sage 50's Inventory Defaults. Each customer record can be set up to use a default ship-via method or the ship-via can be selected during invoicing.
Pricing Level	Price Level 1	Sage 50 offers five sales pricing levels from which to choose.
	E-mail Open PO	These fields are not available in QuickBooks or cannot be converted and must be updated in Sage 50.

In QuickBooks	In Sage 50	Comments
Payment Methods	Payment Methods	*Not converted*

Sales Tax Fields

In QuickBooks	In Sage 50	Comments
Tax Item	Sales Tax Agency	
Tax Name	ID	Sage 50 will convert the first 8 characters of a tax item name and append a number to it to ensure unique IDs.
Description	Description	Sage 50 will only convert the first 30 characters of a tax description.
Rate	Tax Rate	
Tax Agency	Tax Payable To	Tax agencies are set up as vendors in Sage 50. The vendor must already be converted to Sage 50; Sage 50 will convert the first 20 characters of a vendor's name and append a number to the ID.
	Sales Tax Payable G/L account	Sage 50 will use the Sales Tax Payable Account set up in the QuickBooks chart of accounts for this field. Sales tax payable accounts are automatically set up in QuickBooks when you first set up sales taxes or enter the first sales transaction.
Tax Group	Sales Tax ID	
Group Name/Number	Sales Tax Number	Sage 50 will convert the first 8 characters of a tax group name and append a number to it to ensure unique IDs.
Description	Description	Sage 50 will only convert the first 31 characters of a tax group description.
Components of Tax Groups	Components of Sales Tax ID	
Tax Item	ID	Sage 50 will convert the first 6 or 7 characters of a tax item name and append a number to it to ensure unique IDs.
Rate	Rate	
Description	Description	Sage 50 will only convert the first 31 characters of a tax description.
	G/L Account-Description	Sage 50 will use the Sales Tax Payable Account set up in the QuickBooks chart of accounts for this field. Sales tax payable accounts are automatically set up in QuickBooks when you first set up sales taxes or enter the first sales transaction.

Vendor Fields

In QuickBooks	In Sage 50	Comments
Vendor	Vendor ID	Sage 50 will convert the first 20 characters of a vendor's name and append a number to the ID.
Company Name	Name	Sage 50 will only convert the first 39 characters of a vendor's company name.
Mr./Ms./... First Name M.I. Last Name	N/A	
Contact	Contact	Sage 50 will convert the first 20 characters of a vendor's contact. Sage 50 will not convert the alternate contact.
Phone	Telephone 1	Sage 50 will convert the first 20 characters of a vendor's phone number.
FAX	Fax	Sage 50 will convert the first 20 characters of a vendor's fax number.
Alt. Phone	Telephone 2	Sage 50 will convert the first 20 characters of a vendor's alternate phone.
Alt. Contact	N/A	
Inactive	Inactive	
N/A	Website	
Vendor eligible for 1099	1099 Type	Sage 50 uses three 1099 types: Independent Contractor (which uses 1099 MISC form), Interest (which uses 1099 INT form), and None. If selected as a 1099 vendor in QuickBooks, the vendor is assigned the Independent Contractor 1099 type.
Address (Ship To)	Address (Ship To)	
Type	Vendor Type	Sage 50 will convert the first 8 characters of a vendor's type.
Print on Checks as	N/A	Sage 50 uses the Vendor Name when printing checks.
Terms	Terms	
Standard	Standard or Non-Standard	*Note: QuickBooks allows you to set up a list of terms. When setting up vendors, you can select any one of the terms from the list. Sage 50 sets up a single set of standard terms in Vendor Defaults. Then, when setting up a vendor, you choose whether or not the vendor uses standard terms. Therefore, all QuickBooks vendors are converted as using non-standard terms, with each Sage 50 term based on the QuickBooks terms selected.*

In QuickBooks	In Sage 50	Comments
Date Driven	N/A	
Discount percentage	Discount %	
Discount if paid with XX days	Discount in XX days	
Discount if paid before the XXth day of the month	Discount in XX days	
Net Due before the XXth of the month	Due on the XX next month	
Due the next month if issued within XX days of due date.	Due on the XX next month	Sage 50 does not use this type of term. Therefore, Sage 50 vendors will not be given extra time if issued within XX days of the due date.
Credit Limit	Credit Limit	
Tax ID	Tax ID #	
Custom Fields 1-15	Custom Fields 1-5	Sage 50 will convert the first 5 custom fields.
Notes	N/A	Sage 50 cannot convert notes entered for vendors in QuickBooks. Instead, Sage 50 uses comments in the vendor event log and company to-do list in Action Items.
Invoice Number (Outstanding)	Beginning Balance	All outstanding invoices for a vendor are converted as one beginning balance in Sage 50 and referenced as BEGBAL.
Amount	Current Balance	All outstanding invoices for each vendor are totaled together and entered as one beginning balance In Sage 50. This beginning balance is entered as of the day before the first period you chose to enter data during the conversion process.
A/P Account	N/A	Sage 50 does not assign default A/P accounts to vendors.
N/A	Period History	

Inventory Item Fields

In QuickBooks	In Sage 50	Comments
Item Name\Number	Item ID	When converted to Sage 50, a number will be appended to the item name to ensure unique IDs.
Item Description	Description	Sage 50 will convert the first 30 characters of the item description listed in QuickBooks.
Item Full name	N/A	Sage 50 cannot convert parent names, those items that are components of another item. In QuickBooks, parent items can contain inventory and non-inventory

In QuickBooks	In Sage 50	Comments
		item components, which is not possible in Sage 50. In Sage 50 you can create assemblies that contain only inventory components.
Type	Item Class	
Service	Non-Stock item	
Inventory Part	Stock item	
Inventory Assembly	Assembly	*Note: QuickBooks permits zero-sum assemblies—assemblies without components—while Sage 50 does not. So zero-sum assemblies must be converted to stock items in Sage 50.*
Non-Inventory Part	Non-Stock item	
Other Charge	Non-Stock item	
Subtotal		*Not converted*
Group		*Not converted*
Discount		*Not converted*
Payment		*Not converted*
Tax Item	Sales Tax Agency and Sales Tax ID.	
Tax Group	Sales Tax ID	
Taxable	Item Tax Type	Sage 50 allows you to set up 10 item tax types in Inventory Defaults. If the item is taxable in QuickBooks, it is converted to Item Tax Type 1 (Regular - Taxable). If the item not taxable in QuickBooks, it is converted to Item Tax Type 2 (Exempt - Exempt).
Inactive	Inactive	
Description on Sales Transactions	Description for Sales	
Description on Purchase Transactions	Description for Purchases	
Rate Sales Price Price Amount or % Currency	Sales Prices Level 1	Each of these QuickBooks fields is converted to Sage 50's Sales Price Level 1. Sage 50 offers five or ten sales pricing levels, depending on which version of Sage 50 you are using. QuickBooks uses a different field based on the items type. *Note: QuickBooks "Other Charge" items can use percentages in the Amount field. Sage 50 will convert these as amounts.*
Income Account	GL Sales Account	QuickBooks allows for subaccounts. If a parent account and subaccount are selected (PARENT:SUBACCOUNT), the subaccount is used

In QuickBooks	In Sage 50	Comments
		as Sage 50's G/L sales account.
Inventory Asset Account	GL Inventory Account	QuickBooks allows for subaccounts. If a parent account and subaccount are selected (PARENT:SUBACCOUNT), the subaccount is used as Sage 50's G/L inventory account.
COGS Account	GL Cost of Sales	QuickBooks allows for subaccounts. If a parent account and subaccount are selected (PARENT:SUBACCOUNT), the subaccount is used as Sage 50's G/L cost of sales account.
Qty on Hand	Quantity on Hand	The current total number of inventory item's on hand in QuickBooks is converted to Sage 50 as the items beginning balance.
Reorder Point	Minimum Stock	
	Reorder Quantity	QuickBooks does not provide this information. It will have to be updated in Sage 50.
Preferred Vendor	Preferred Vendor	The vendor must already be converted in Sage 50; Sage 50 will convert the first 21 characters of a vendor's name and append a number to the ID to distinguish between duplicate names.
Custom Fields 1-5	Custom Fields 1-5	Custom fields will be converted only for enabled fields. Only the first 16 characters will be converted.
N/A	Note	QuickBooks does not provide this information. You can optionally enter a 250-character note in Sage 50 for each inventory item.
N/A	Stocking U/M	Sage 50 will assign "Each" to every item.
N/A	Cost Method	Sage 50 will assign the costing method (FIFO, LIFO, or Average Cost) selected during the conversion process.
	Cost	QuickBooks does not provide this information. It will have to be updated in Sage 50. This field is used for initial cost of an item. After purchasing or selling an item for the first time, it is used for information purposes only. It does not reflect the current estimated cost based on the costing method selected.
Ship Via	Ship Via	*Not converted*
Bill of Materials	Bill of Materials	The conversion of QuickBooks inventory assembly items also creates the following Bill of Materials fields in Sage 50.
Item	Item ID	Sage 50 will convert the first 20 characters.
Description	Description	
Quantity	Quantity Needed	QuickBooks allows a maximum of 5 digits to the right of the decimal; Sage 50 will convert up to 5 places to

In QuickBooks	In Sage 50	Comments
		the right of the decimal.

QuickBooks Items List

In QuickBooks	In Sage 50	Comments
Service	Service	
Inventory Part	Stock item	
Non-Inventory Part	Non-Stock item	
Other Charge	Charge	
Subtotal	N/A	*Not converted*
Group	Assembly	
Discount	N/A	*Not converted*
Payment	N/A	*Not converted*
Tax Item	Sales Tax Agency Sales Tax ID	QuickBooks tax items are converted to Sage 50 as sales tax agencies and sales tax IDs.
Tax Group	Sales Tax ID	QuickBooks tax items are converted to Sage 50 as sales tax agencies and sales tax IDs.

Job Fields

In QuickBooks	In Sage 50	Comments
Job Name	Job ID	Sage 50 will convert the first 20 characters of a job name and append a number to the ID to ensure unique IDs.
Description	Description	Sage 50 will only convert the first 30 characters of a job description.
Start Date	Start Date	
Projected End	Actual End Date	If the End Date value is not present in QuickBooks, then Sage 50 will convert the QuickBooks Projected End to this field. Otherwise, the field will be blank.
End Date	Actual End Date	
Customer Name	For Customer	Sage 50 will convert the customer name associated with the job in the QuickBooks Customer:Jobs list as the customer ID.
Note	Comment	Sage 50 will convert the first 2000 characters of a QuickBooks job note.

Inactive	Inactive	
Job Type	Job Type	Sage 50 will convert the first 8 characters of a QuickBooks job type.
Custom Fields 1-15	Custom Fields 1-5	Sage 50 will convert the first 5 custom fields.
N/A	Supervisor	This field is not available in QuickBooks or cannot be converted and must be updated in Sage 50.
N/A	% Complete	This field is not available in QuickBooks or cannot be converted and must be updated in Sage 50.
N/A	PO Number	These fields are not available in QuickBooks or cannot be converted and must be updated in Sage 50.
N/A	Estimated Expense	This field is not available in QuickBooks or cannot be converted and must be updated in Sage 50.
N/A	Estimated Revenue	This field is not available in QuickBooks or cannot be converted and must be updated in Sage 50.

TRANSACTIONS

General Journal Entry Fields

In QuickBooks	In Sage 50	Comments
Date	Date	
Entry No.	Reference	Sage 50 will append a two-digit number to any duplicate references.
	Reverse Transaction	*Not converted*
Account	GL Account	
Debit	Debit	
Credit	Credit	
Name		*Not converted*
Memo	Description	Sage 50 will convert only the first 160 characters.
Billable		*Not converted*
Totals	Totals	*Not converted*
	Out of Balance	*Not converted*

Customer Receipts Fields

In QuickBooks	In Sage 50	Comments
	Deposit Ticket ID	Converted via deposit ticket transactions.
Received From	Customer ID	Sage 50 will convert the first 20 characters of the Received From field. If it is associated with a job, Sage 50 will separate the job portion before importing the customer ID.
Class		*Not converted*
Template		*Not converted*
Amount	Receipt Amount	
	Name	*Not converted*
Date	Date	
Reference #	Reference	
	Receipt Number	
Deposit To		
Customer Balance		*Not converted*
Pmt Method	Payment Method	
Memo	Notes	Memo is converted to an Internal Note in Sage 50. Only the first 2000 characters will be converted.
	*Cash Account	
	Cash Account Balance	*Not converted*
Date (invoice)		*Not converted*
Job		*Not converted*
Number	Invoice	
	Date Due	This column is not displayed on the QB Customer Payment window. If the information is stored with the invoice Sage can populate this field during the conversion.
Orig. Amt.		*Not converted*
Disc Date		*Not converted*
Amt. Due	Amount Due	
	Description	*Not converted*
Discount	Discount	

In QuickBooks	In Sage 50	Comments
Payment	Amount Paid	
Checkmark to mark as paid	Pay checkbox	Both grids include a column that allows the user to select an invoice to pay. This selection of an invoice will be converted directly.
Discount Account	Discount Account (not a grid column in Sage 50)	In QuickBooks, discounts can be allocated by line item. This allows QuickBooks users to allocate discounts for different line items to different discount accounts. In Sage 50, only one discount account can be used even when multiple invoices are being paid on the same receipt. When the conversion discovers multiple discount accounts within the same receipt, Sage 50 creates a separate receipt for each invoice being paid and the correct discount account will be converted in Sage 50. The invoices created will be assigned a reference number that includes the original reference number + -nn.
Credit Memo applied to invoice		In both Sage 50 and QuickBooks, a credit memo can be applied to an invoice. In both instances, the user can determine the amount of the credit to be with the receipt. When converted to Sage 50, the credit memo will show as a line item on the Apply to invoices tab. The amount in the Amount Paid column with show as a negative for the credit memo.
Select Credit	Pay (checkbox)	Both grids include a column that allows the user to select an invoice to pay. This selection of an invoice will be converted directly.
Date		*Not converted*
	Date Due	This column is not displayed on the QuickBooks Customer Payment window. If the information is stored with the invoice in QuickBooks, Sage 50 can populate this field during the conversion.
Credit No	Invoice	
Credit Amt.	Amount Due	
	Description	*Not converted*
	Discount	*Not converted*
Amount to Use	Amount Paid	
Credit Balance		Calculated field. *Not converted*.
Amount Due		Calculated field – *Not converted*
Applied		Calculated field – *Not converted*
Discounts and Credits Applied		Calculated field – *Not converted*
Available Credits		Calculated field – *Not converted*
Credit Card Information		

In QuickBooks	In Sage 50	Comments
Received From	Cardholder's Name	Converted from Received from field if Card No. field is populated
	Billing Address	
	City	
	State	
	Zip	
	Comment	*Not converted*
	Date	Converted from date field
	Amount	Converted from amount field
Card No.	Credit Card Number	*Not converted*.
Exp. Date	Expiration Date	*Not converted*
	Verification Number	*Not converted*
	Authorization Code	*Not converted*

Receipt (Apply to Revenue) Fields

In QuickBooks	In Sage 50	Comments
	Deposit Ticket ID	For duplicate IDs, Sage 50 will remove the slash marks found in the date and append numbers to the end.
Customer;Job	Customer ID	This field will be shortened to 20 characters when the Customer field in QuickBooks is converted. The Job portion of the field will be used to create a Job ID.
Class		*Not converted*
Template		*Not converted*
Sold To	Name:	Line 1 will be converted into the Customer name. For Address Lines 1 and 2, Sage 50 will convert the first 30 characters. Only the first 20 characters of the City field will be converted, while the first 12 characters of the Zip Code will be converted. Finally, Sage 50 will convert the first 15 characters of the Country field.
Ship To		*Not converted*
Date	Date	
Check Number	Reference	
Sale No.	Receipt No.	Duplicate Sale Numbers in QuickBooks will have a two-digit number appended to them in Sage 50.
Payment Method	Payment Method	

In QuickBooks	In Sage 50	Comments
Due Date		*Not converted*
Rep		*Not converted*
Account Number		*Not converted*
Ship Date		*Not converted*
Ship Via		*Not converted*
FOB		*Not converted*
Project/Job	Job	Job converted to line items
Other		*Not converted*
Custom Fields		*Not converted*
	*Cash Account	
	Cash Account Balance	*Not converted*. This is a calculated field.
Service Date		*Not converted*
Item Code	Item	
Description	Description	Sage 50 will convert only the first 160 characters.
Quantity	Quantity	
Other 1		*Not converted*
Other 2		*Not converted*
	U/M	*Not converted*
	G/L Account	
Rate	Unit Price	
Amount	Amount	
	Job	Converted directly when a job is associated with a Receipt via the customer; job field in QuickBooks. The job, when available, will be converted to every line item on the Receipt.
Tax	Tax	Tax converts as either 1-regular or 2-exempt in Sage 50. All taxable tax types in QuickBooks will convert to 1-regular and all exempt tax types will convert to 2-exempt.
Color		*Not converted*
Material		*Not converted*
Customer Message	Note	Converts to a Customer Note. It is set to print “After Line Items.”
	Sales Rep	*Not converted*
Tax (Code)	Sales Tax ID	
Tax (amount)	Sales Tax (amount)	

In QuickBooks	In Sage 50	Comments
Total	Receipt Amount	Calculated field
	Prepayment	*Not converted*
To be e-mailed		*Not converted*
To be printed		*Not converted*
Customer Tax Code		*Not converted*
Memo	Note	Memo is converted to an Internal Note in Sage 50. Only the first 2000 characters will be converted.
Process Credit Card Payment when saving		*Not converted*
Deposit To		*Not converted*.

Sales Invoice Fields

In QuickBooks	In Sage 50	Comments
Customer;Job	Customer ID	This field will be shortened to 20 characters when the Customer field in QuickBooks is converted. The Job portion of the field will be used to create a Job ID.
Class		*Not converted*
Template		*Not converted*
Bill To	Bill To: Name Address Line 1 Address Line 2 City State Zip Country	Line 1 will be converted into the Customer name. For Address Lines 1 and 2, Sage 50 will convert the first 30 characters. Only the first 20 characters of the City field will be converted, while the first 12 characters of the Zip Code will be converted. Finally, Sage 50 will convert the first 15 characters of the Country field.
Ship To	Ship To: Name Address Line 1 Address Line 2 City State Zip Country	Line 1 will be converted into the Customer name. For Address Lines 1 and 2, Sage 50 will convert the first 30 characters. Only the first 20 characters of the City field will be converted, while the first 12 characters of the Zip Code will be converted. Finally, Sage 50 will convert the first 15 characters of the Country field.

In QuickBooks	In Sage 50	Comments
Date	Date	
Invoice Number	Invoice No.	Sage 50 will append a two-digit number to duplicate Invoice Numbers.
Rep	Sales Rep	
	Drop Ship	*Not converted*
P.O. Number	Customer PO	Sage 50 will convert the LAST 20 characters of the PO Number.
S.O. No	SO No.	Links the Invoice with the Sales Order
Ship Date	Ship Date	
Ship Via	Ship Via	
Terms	Terms	
Due Date		*Not converted*
F.O.B		*Not converted*
Project/Job		Converted to the line items in Sage 50. All line items are converted to the same job.
Custom fields		*Not converted*
	A/R Account	
APPLY TO SALES TAB	**APPLY TO SALES TAB**	
Item Code	Item	
Description	Description	
Quantity	Quantity	
	U/M	*Not converted*
	G/L Account	
Rate	Unit Price	
Amount	Amount	
	Job	Converted directly when a job is associated with an Invoice via the customer; job field in QuickBooks. The job, when available, will be converted to every line item on the Invoice.
Tax	Tax	Tax converts as either 1-regular or 2-exempt in Sage 50. All taxable tax types in QuickBooks will convert to 1-regular and all exempt tax types will convert to 2-exempt.
Proposal Amount (Invoice from Proposal)		*Not converted*
Service Date		*Not converted*
Other 1		*Not converted*

In QuickBooks	In Sage 50	Comments
Other 2		*Not converted*
Color		*Not converted*
Material		*Not converted*
Estimate Columns	Apply to Proposal tab (Sage 50 Premium Accounting and higher only)	
Estimate Quantity		*Not converted*
Estimate Rate		*Not converted*
Estimate Amount	Proposal Amt	
Prior Quantity		*Not converted*
Prior Avg Rate		*Not converted*
Prior Amount	Prev Billed Amt	*Not converted*
Prior %		*Not converted*
Curr %	Bill %	*Not converted*
Total %		*Not converted*
SALES ORDER COLUMNS	**APPLY TO SALES ORDER NO. TAB**	
Ordered		
Prev. Invoiced	Shipped	
Backordered		*Not converted*
S.O. Number	Sales Order No	Links the invoice to the Sales Order. QuickBooks allows for multiple Sales Orders in the line items. When this is detected, Sage 50 will create a separate invoice for each SO detected. The invoice numbers will be updated to the original invoice appended with –nn.
	Remaining	*Not converted*.
Customer Message	Note	Converts to a Customer Note. It is set to print “After Line Items.”
Subtotal		Calculated field
Tax (code)	Sales Tax (ID)	
Tax (amount)	Sales Tax (amount)	
	Freight	*Not converted*
Total	Invoice Total	Calculated field

In QuickBooks	In Sage 50	Comments
Payments/Credits	Other Applied Credits	
Balance Due	Net Due	
Job Total Balance		*Not converted*
Long Text (disclaimer)		*Not converted*
	Amount Paid at Sale	*Not converted*
To be e-mailed		*Not converted*
To be printed		*Not converted*
Customer Tax Code		*Not converted*
Memo	Note	Memo is converted to an Internal Note in Sage 50. Only the first 2000 characters will be converted.

Sales Order Fields

In QuickBooks	In Sage 50	Comments
Customer;Job	Customer ID	This field will be shortened to 20 characters when the Customer field in QuickBooks is converted. The Job portion of the field will be used to create a Job ID.
Class		*Not converted*
Template		*Not converted*
Name/Address	Bill To:	Line 1 will be converted into the Customer name. For Address Lines 1 and 2, Sage 50 will convert the first 30 characters. Only the first 20 characters of the City field will be converted, while the first 12 characters of the Zip Code will be converted. Finally, Sage 50 will convert the first 15 characters of the Country field.
Ship To	Ship To:	Line 1 will be converted into the Customer name. For Address Lines 1 and 2, Sage 50 will convert the first 30 characters. Only the first 20 characters of the City field will be converted, while the first 12 characters of the Zip Code will be converted. Finally, Sage 50 will convert the first 15 characters of the Country field.
Date	Date	
S.O. No.	SO No.	Sage 50 will append a two-digit number to any duplicate Sales Order Numbers.
	Drop Ship	*Not converted*
P.O Number	Customer PO	Sage 50 will convert the LAST 20 characters of the PO Number.
Ship Via	Ship Via	
Ship Date	Ship by	Since the Ship by field in Sage 50 cannot be earlier

In QuickBooks	In Sage 50	Comments
		than the transaction date, if the Ship Date in QuickBooks is earlier than the Trans Date, the Ship by field will be changed to the transaction date in Sage 50. If the Ship Date is not a field on a template, then the Ship by date will be changed to the transaction date in Sage 50.
Rep	Sales Rep	
Terms	Terms	
	A/R Account	
Account Number		*Not converted*
FOB		*Not converted*
Project/Job		Converted if a job is selected in the customer:job
Other		*Not converted*
Custom Fields		*Not converted*
Item	Item	
Description	Description	Sage 50 will convert only the first 160 characters.
	GL Account	.
U/M	U/M	*Not converted*
Quantity	Quantity	
Other 1		*Not converted*
Backordered		*Not converted*
Rate	Unit Price	
Other 2		*Not converted*
Amount	Amount	
Invoiced	Shipped	
To Pick		*Not converted*
Tax	Tax	Tax converts as either 1-regular or 2-exempt in Sage 50. All taxable tax types in QuickBooks will convert to 1-regular and all exempt tax types will convert to 2-exempt.
	Job	Converted directly when a job is associated with an Estimate via the customer; job field in QuickBooks. The job, when available, will be converted to every line item on the Sage 50 Sales Order.
Color		*Not converted*
Material		*Not converted*
Customer Message	Notes	Converts to a Customer Note. It is set to print “After Line Items.”

In QuickBooks	In Sage 50	Comments
Tax (code)	Sales Tax (ID)	
Tax (amount)	Sales Tax (amount)	
	Freight	*Not converted*
Total	Sales Order Total	Calculated field
To be Printed		*Not converted*
To be e-mailed		*Not converted*
Customer Tax Code	Sales Tax	
Closed	Close SO	*Not converted*
Memo	Notes	Memo is converted to an Internal Note in Sage 50. Only the first 2000 characters will be converted.
	Quote No. (appears on sales orders when a quote is converted to a SO)	*Not converted*

Vendor Credit Memo Fields

In QuickBooks	In Sage 50	Comments
Vendor	Vendor ID	This field will be shortened to 20 characters when the Vendor field in QuickBooks is converted.
	Remit To:	Since QuickBooks does not display the address on a vendor credit, this field will be populated using the information stored on the vendor record in Sage 50.
Date	Date	
Ref. No.	Credit No.	Sage 50 will add a two-digit number to duplicate Ref. Numbers found in QuickBooks.
Credit Amount	Credit Total	
	Terms	This information will be populated using the terms for the associated vendor record.
	Return Authorization	*Not converted*
	A/P Account	
ITEMS TAB	**APPLY TO INVOICE NO. TAB**	
Item	Item	

In QuickBooks	In Sage 50	Comments
Description	Description	Sage 50 will convert only the first 160 characters.
	Returned	*Not converted*
	GL Account	
	U/M	*Not converted*
Quantity	Quantity	
Cost	Unit Price	
Amount	Amount	
Customer	Job	The job, when selected for a line item in QuickBooks, will be converted to the job field in Sage 50 for that line item. If no job is selected in QuickBooks or the field is populated with a customer instead of a job, the field will not map and the job will be blank for the line item in Sage 50.
Billable		*Not converted*. This column is displayed for a QuickBooks credit but is not accessible to the user.
EXPENSES TAB	**APPLY TO PURCHASES TAB**	
	Item	*Not converted*
Amount	Amount	
Memo	Description	Sage 50 will convert only the first 160 characters.
Account	GL Account	
	U/M	*Not converted*
	Quantity	*Not converted*. The Quantity field in Sage 50 is set to 1.
	Unit Price	Direct converted from the QuickBooks amount field.
Billable		*Not converted*
Customer: Job	Job	The job, when selected for a line item in QuickBooks, will be converted to the job field in Sage 50 for that line item. If no job is selected in QuickBooks or the field is populated with a customer instead of a job, the field will not map and the job will be blank for the line item in Sage 50.
Memo	Notes	Sage 50 will convert the Memo field in QuickBooks to an Internal Note in Sage 50 and limit the length to 2000 characters.

Vendor Payment Fields

In QuickBooks	In Sage 50	Comments
Pay to the Order of (Vendor/Customer ID/Other Lists ID)	Pay to the Order of (Vendor ID/Customer ID)	Maps the Vendor or Customer ID. This field is limited to 41 characters.
Address	Pay to the order of Address: Name Address Line 1 Address Line 2 City State Zip Country	Line 1 will be converted into the name. For Address Lines 1 and 2, Sage 50 will convert the first 30 characters. Only the first 20 characters of the City field will be converted, while the first 12 characters of the Zip Code will be converted. Finally, Sage 50 will convert the first 15 characters of the Country field.
Date	Date	
No.	Check No.	Duplicate check numbers will be appended with –nn.
Ref. No.	Check No.	The name changes when it's a credit card charge as opposed to a check. Sage 50 will append the reference number to begin with CC to indicate that the payment was a credit card charge.
Amount	Amount	
Memo	Memo	This field will be limited to the first 30 characters.
Credit Card	Cash Account	This field is converted based on the transaction in QuickBooks. For Write Checks, this field is pulled from "behind the scenes." For Credit Card, it is pulled from the field on the screen.
Expenses TAB (write checks)	**APPLY TO EXPENSES TAB**	
Account	GL Account	
Amount	Amount	
Memo	Description	Only the first 160 characters will be converted.
Customer;Job	Job	The job, when selected for a line item in QuickBooks, will be converted to the job field in Sage 50 for that line item. If no job is selected in QuickBooks or the field is populated with a customer instead of a job, the field will not convert and the job field will be blank for the line item in Sage 50.
Billable		*Not converted*
	Quantity	*Not converted*
	Item	*Not converted*
	U/M	*Not converted*

	Unit Price	*Not converted*
ITEMS TAB (write checks)	**APPLY TO EXPENSES TAB**	
Account	GL Account	
Amount	Amount	
Description	Description	Only the first 160 characters will be converted.
Customer;Job	Job	The job, when selected for a line item in QuickBooks, will be converted to the job field in Sage 50 for that line item. If no job is selected in QuickBooks or the field is populated with a customer instead of a job, the field will not convert and the job field will be blank for the line item in Sage 50.
Billable		*Not converted*
QTY	Quantity	
Item	Item	The Item ID will be updated with list conversion.
	U/M	*Not converted*
Cost	Unit Price	
PO No.		*Not converted*
Pay	Pay	
Date Due	Date Due	
Vendor		*Not converted*
Ref. No	Invoice	
Bill Amt	Amount Due	
Amt. Due		*Not converted*
Amount of Discount	Discount	
Disc. Date		*Not converted*
Amt. Paid	Amount Paid	
Discount Account	Discount Account	

Purchase Order Fields

In QuickBooks	In Sage 50	Comments
Vendor	Vendor ID	This field will be shortened to 20 characters when the Vendor field in QuickBooks is converted.
Name/Address	Remit To:	

In QuickBooks	In Sage 50	Comments
Ship To	Ship To:	Line 1 will be converted into the Vendor name. For Address Lines 1 and 2, Sage 50 will convert the first 30 characters. Only the first 20 characters of the City field will be converted, while the first 12 characters of the Zip Code will be converted. Finally, Sage 50 will convert the first 15 characters of the Country field
Date	Date	
P.O. No.	PO No.	Sage 50 will append a two-digit number to any duplicate PO Numbers.
	Drop Ship	Converted when the Ship To field in QuickBooks is populated. Checkbox in Sage 50 is marked as true.
Ship To	Customer ID	
	Good Thru	Use the Sage 50 default when setting the Good Thru date in Sage 50. The default in Sage 50 is 30 days past the transaction date.
FOB		*Not converted*
	Close PO	*Not converted*
Other 1		*Not converted*
	Customer SO No	*Not converted*
	Customer Invoice No	*Not converted*
	Discount Amount	*Not converted*
Ship Via	Ship Via	
Terms	Terms	
Due Date		
	A/P Account	
Account Number		*Not converted*
Project/Job		Converted in the Job field of the line items below.
Other 2		*Not converted*
Custom Fields		*Not converted*
Discount		*Not converted*
Service Date		
Item	Item	
Description	Description	Sage 50 will convert only the first 160 characters.
	GL Account	
Man. Part Num		*Not converted*

In QuickBooks	In Sage 50	Comments
	U/M	*Not converted*
Quantity	Quantity	
Backordered		*Not converted*
Received	Received	
Other 1		*Not converted*
Other 2		*Not converted*
Rate	Unit Price	
Amount	Amount	
Customer	Job	The job, when selected for a line item in QuickBooks, will be converted to the job field in Sage 50 for that line item. If no job is selected in QuickBooks or the field is populated with a customer instead of a job, the field will not map and the job will be blank for the line item in Sage 50
Color		*Not converted*
Material		*Not converted*
Vendor Message	Notes	The Vendor Message in QuickBooks will be converted to a Vendor Note in Sage 50. It will be set to print “After Line Items”.
Total	Purchase Order Total	
To be Printed		*Not converted*
To be e-mailed		*Not converted*

Inventory Adjustment Fields

In QuickBooks	In Sage 50	Comments
Adjustment Date	Date	
Ref. No.	Reference	Sage 50 will append a two-digit number to any duplicate reference numbers.
Adjustment Account	GL Source Account	
Customer;Job	Job	The job will be converted to the job field in Sage 50. If no job is selected in QuickBooks or the field is populated with only a customer instead of a job, the field will not map and the job will be blank in Sage 50.
Item	Item ID	
	Name	

Description		*Not converted*
Current Qty		*Not converted*
New Qty	Adjust Quantity By:	
Qty Difference		*Not converted*
Current Value		*Not converted*
New Value	Unit Cost	Calculation – Although not required, QuickBooks allows the entry of the total value for the adjustment. If the value has not been adjusted the conversion shall use the unit cost stored with the record. If the value has been adjusted, the conversion will calculate the unit cost.
Value Adjustment (checkbox)		*Not converted*
Total Value of Adjustment		*Not converted*.
Memo	Reason to Adjust:	Sage 50 will convert only the first 30 characters.

Purchase Inventory Fields

In QuickBooks	In Sage 50	Comments
Vendor	Vendor ID	This field will be shortened to 20 characters when the Vendor field in QuickBooks is converted.
Name/Address	Remit To:	Line 1 will be converted into the Vendor name. For Address Lines 1 and 2, Sage 50 will convert the first 30 characters. Only the first 20 characters of the City field will be converted, while the first 12 characters of the Zip Code will be converted. Finally, Sage 50 will convert the first 15 characters of the Country field
	Ship To:	*Not converted*
Date	Date	
Ref. No.	Invoice No.	Sage 50 will append a two-digit number to any duplicate Invoice Numbers.
Amount Due	Total	
Bill Due (date)		*Not converted*
	Drop Ship	*Not converted* – Defaults to unchecked in Sage 50.
	Customer ID	*Not converted*. This field is available in Sage 50 when drop ship is selected. QuickBooks does not allow drop shipments from the receive items screen.

In QuickBooks	In Sage 50	Comments
	Customer SO No	*Not converted*
	Customer Invoice No	*Not converted*
	Ship Via	*Not converted*
Terms	Terms	
Discount Date		*Not converted*
	A/P Account	
Bill Received	Waiting on Bill	
ITEMS TAB	**APPLY TO PURCHASE ORDER TAB**	
Item	Item	
	Remaining	Calculated field in Sage 50
Description	Description	Sage 50 will convert only the first 160 characters.
	GL Account	
	U/M	*Not converted*
Quantity	Received	
Cost	Unit Price	
Amount	Amount	
Customer	Job	The job, when selected for a line item in QuickBooks, will be converted to the job field in Sage 50 for that line item. If no job is selected in QuickBooks or the field is populated with a customer instead of a job, the field will not map and the job will be blank for the line item in Sage 50.
Billable		*Not converted*
Time		*Not converted*
PO No.		Multiple POs can be entered on the same bill in QuickBooks. Sage 50 allows the association of ONE Purchase Order per Purchase. If multiple POs are paid with the same bill in QuickBooks, the conversion will create an individual bill in Sage 50 for each PO listed.
EXPENSES TAB	**APPLY TO PURCHASES TAB**	
	Item	*Not converted*.
Amount	Amount	
Memo	Description	Sage 50 will convert only the first 160 characters.

In QuickBooks	In Sage 50	Comments
Account	GL Account	
	U/M	*Not converted*
	Quantity	*Not converted*. The Quantity field in Sage 50 is automatically set to 1.
	Unit Price	Sage 50 will populate this field with the figure from the QuickBooks Amount field.
Billable		*Not converted*
Customer	Job	The job, when selected for a line item in QuickBooks, will be converted to the job field in Sage 50 for that line item. If no job is selected in QuickBooks or the field is populated with a customer instead of a job, the field will not map and the job will be blank for the line item in Sage 50.
Memo	Notes	Sage 50 will convert the Memo field in QuickBooks to an Internal Note in Sage 50 and limit the length to 2000 characters.

Thank you for choosing Sage 50. We hope this guide has been helpful in converting your data from QuickBooks. If you need further assistance, please contact us, or a Sage 50 Certified Consultant in your area.