AB GROUP

Intuit & Retail Solution Providers, QuickBooks Advanced ProAdvisor & Peachtree Certified

Required Reports (all as of the same date):

1. Balance Sheet
2. Income Statement
3. Trial Balance (with variance or one for the last day of each period you would like to be converted)
4. A/R Aging detail (Name, Amount, Document Number, Date and Due Date)
5. A/P Aging detail (Name, Amount, Document Number, Date and Due Date)
6. Chart of Accounts (Can use the Trial Balance if accounts with no activity are included)
7. Customer List (Name, Company Name, Contact(2), Bill to Address (1), Ship to Address (1), Phone(2), Fax(1), Email(1), Customer Type, Account Number , up to 7 custom fields)
8. Vendor List (Name, Company Name, Contact(2), Main Address (1), Phone(2), Fax(1), Email(1), Vendor Type, Account Number, up to 7 custom fields)
9. Optional Reports
   a. Employee List (Name, SSN #, Address(1), Phone(2), Cell Phone(1), Fax(1), Email(1), Pager(1), up to 7 custom fields)
   b. Item List (Type, Name, Description, Price, Cost, Qty on Hand, Value on hand, Income Account, COGS\Expense Account, Asset Account, up to 5 custom fields)
   c. Un-reconciled Bank Transactions (Name, Number, Date, Amount, Offset Account)
   d. Open Sales Orders – (Date, Ref Number, Name, Item, Item Description, Original Value, Original Quantity, Shipped Value, Shipped Quantity)
   e. Open Purchase Order – (Date, Ref Number, Name, Item, Item Description, Open Value, Open Quantity)

****We are limited to 15 total custom fields for Customers, Vendors, Employees and Items
Only information received by our office will be considered the information requested to be migrated into your new Enterprise file. If there is information pending that you are working on, please email us and advice us of such as we will hold data migration until the pending information is received.

Data Migration time frame is 7-10 business days starting from the day all data is received.
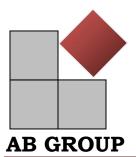
File types: .CSV, .XLS

To print the report to a text file please sent up a generic text printer or PDF writer and it will allow you to save your report to a file instead of printing them.

PDF Writer, we recommend CutePDF Writer (it is free and easy to use)
:
1. Go to http://cutepdf.com/

2. Under PDF Creation – CutePDF Writer select "Free Download"
3. When prompted choose "Run"
4. Follow the installation prompts
5. When printing the reports choose CutePDF as your printer
6. Name and Save the file

Generic Text Printer

1. Click **Start** | **Control Panel** | **Printers and Faxes**. If you do not see **Control Panel** after you click **Start**, click **Start** | **Settings** | **Control Panel** | **Printers and Faxes**.
2. On the **Printers and Faxes** window, double-click **Add a Printer**.
3. On the **Add Printer Wizard** window, click **Next**.
4. On the **Local or Network** window, check **Local printer attached to this computer** and uncheck **Automatically detect and install my Plug and Play printer**. Click **Next** to continue.
5. On the **Select a Printer Port** window, select **FILE: (Print to File)** from the **Use the following port:** drop-down list. Click **Next** to continue.
6. On the **Install Printer Software** window, click **Generic** from the **Manufacturer** pane. Click **Generic / Text Only** from the **Printers** pane. Click **Next** to continue.
7. On the **Name Your Printer** window, use the **Generic / Text Only** printer name in the **Printer name:** field. In the **Do you want to use this printer as the default printer** field, click **No**. Click **Next** to continue.
8. On the **Printer Sharing** window, click **Do not share this printer**. Click **Next** to continue.
9. On the **Print Test Page** window, click **No**. You do not want to print a text page. Click **Next** to continue.
10. Click **Finish** to finish adding your printer.

When you print using this printer it will ask for a file name, make sure to include the full path for were you would like to save it. (i.e. C:\Documents and Settings\username\Desktop\balancesheet.txt)