HOW TO SWITCH FROM QUICKBOOKS® TO APLOS

aplos®

Best Practices Before Switching

☐ **Determine the best time to move**

It is most common to start clean at the beginning of your fiscal year, but you can also move at the start of a new quarter or month.

☐ **Make sure you have the right chart of accounts for the future**

Reevaluate your chart of accounts to see if you need to do anything different with your accounts or funds to get the reports you need.

☐ **Decide whether to start clean or migrate your data from QuickBooks®**

Take an honest look at your current books. How clean is your data? If your books are a mess, it may be best to start fresh. If you are making significant changes to your chart of accounts, you may be better off not bringing over historical data since that is more complex. If you really just need comparative reports, it may be easier to enter summary amounts rather than transaction details. You can still set your starting balances based on the date you start in Aplos.

☐ **Save your QuickBooks® historical data or keep a backup of that data**

Whether you decide to make a clean break from QuickBooks® or import your data, you will still want to make sure you export and save your historical data and reports. This is particularly important in the case of an audit.

Export Reports In QuickBooks®

If you plan to migrate your data yourself, you will want to generate the following reports in QuickBooks®:

☐ **General Ledger report**

☐ **Balance Sheet**

☐ **Income Statement**

☐ **Latest bank reconciliations**

☐ **Transaction History report**

Note: If the Aplos Services team will be importing your data, export the General Ledger for the time period you would like to migrate that data. It should contain all the debits and credits for each of your accounts, whether they are assets, liabilities, equity, income, or expenses.

Setting Up Your Account In Aplos

Step 1: Switch From Classes To Funds In Aplos

Aplos is true fund accounting, so you will need to determine what needs to be a fund in your new Aplos account. This is the case whether you are starting fresh in your new software or if you are bringing over historical transactions. In many cases, a class in QuickBooks® would be a fund in Aplos.

☐ **Determine what classes need to have a balance**

Any class that needs to hold a balance will likely be a fund. With funds, you can see the single balance of your bank account as well as how much of that balance is reserved for different areas.

☐ **Determine what tags are needed**

If you have items that don't need balances, but you still want to be able to filter their transaction activity, consider using tags. Tags can be applied to income and expense transactions for things such as departments, locations, or projects.

Resources

Webinar: [Fundamentals Of Accounts, Funds, And Tags](#)

Support Article: [Accounting Tags In Aplos](#)

Step 2: Create Your Chart Of Accounts

☐ **Option 1: Create a new chart of accounts**

Create your new chart of accounts in Aplos if you plan to start with a fresh chart of accounts or if you are making significant changes to your current chart of accounts.

☐ **Option 2: Import a previous chart of accounts**

To import an existing COA, map your QuickBooks® chart of accounts to your new chart of accounts in Aplos using our [preformatted Excel template](#). For faster entry, the Support team can assist you with the uploading process.

Resources

Support Article: [Setting Up Your Chart Of Accounts In Aplos](#)

Support Article and Template: [Importing Your Chart Of Accounts](#)

Step 3: Input Outstanding Transactions

☐ **Enter uncleared bank transactions**

If you have uncleared bank transactions as of the cutover date, enter them into your register or import them using bank integration.

☐ **Enter outstanding AP and AR transactions**

If you have open AP or AR from a prior period, re-enter the invoice and bill in Aplos based on the date it was originally accrued. You can import outstanding invoices or bills, or you can manually enter them.

Resources

Support Article: Importing Accounts Payable Entries In Aplos

Support Article: Importing Accounts Receivable Entries In Aplos

Step 4: Set Your Starting Balances

☐ **Enter your starting balances**

Enter the starting balances from your accounts as they were on your Balance Sheet report on your cutover date.

For example, if you are importing data from 2020 and 2021, you will want to start with your ending balances from December 31, 2019. If you are not importing historical transactions and you are switching over on January 1, your starting balances will be your ending balances on December 31 of the previous year.

Starting balances may also include:

☐ **Fund balances**

If you have been tracking your fund balances using classes in QuickBooks®, or on a separate spreadsheet, your starting balance for each account may be broken out across each of your funds.

☐ **AP and AR accounts**

If you entered open Accounts Payable or Accounts Receivable, that itemization should have already set your starting balance for those accounts. For example, if you had $1,000 of open AP, and you have now entered those bills into Aplos, it will have a starting balance of $1,000 for that liability account, which should match your Balance Sheet.

☐ **Uncleared bank transactions**

If you entered uncleared bank transactions, these transactions will impact your starting balance for that asset account. Instead of referencing your Balance Sheet, enter the amount your bank statement shows for the account balance as of the cutover date. The combination of the uncleared transactions and bank balance should equal your book balance as of the cutover date.

Cutover date bank balance +/- uncleared transactions = book balance as of the cutover date

Resources

Support Article: Setting Your Starting Balances

Step 5: Create Donation Purposes
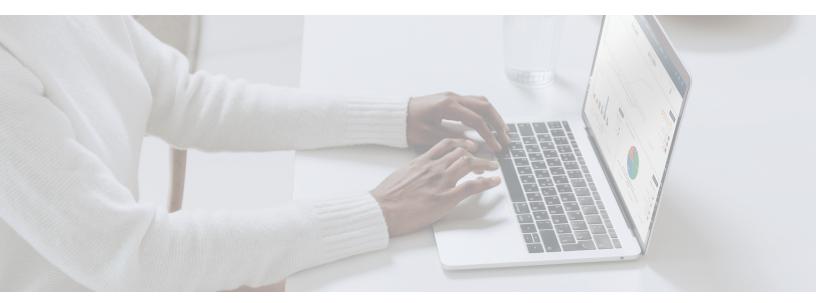
☐ **Create donation purposes**

Donation purposes are used to track the key programs or areas that people designate their giving to when donating to your organization. These may include a general fund, building campaign, specific project or ministry, etc. Hint: Purposes often have similar names as a fund or tag, and they will be visible to online donors.

☐ **Link donation purposes to your accounting**

If desired, link purposes to your accounting accounts and funds. Once they are linked, Aplos will automatically update the accounting using the appropriate account, fund, and tag (if applicable) when you use a particular purpose. Donations that need a contribution record but do not need to post to your accounting, such as in-kind donations, would need a purpose that is not linked to an account and fund.

Resources

Support Article: [Purposes In Aplos](#)

Bringing In Historical Data

Import Donation History

☐ **Import your donation history into Aplos**

When you upload donations, they will not post in your accounting if you select a purpose that is not linked to your COA. If you need them to integrate with your accounting, you can assign the appropriate income accounts and funds to the purpose.

Resources

Support Article: [How To Import Donations](#)

Import Past Accounting Transactions

As previously mentioned, it is not necessary to import historical transactions to successfully move to a new accounting system. If your prior accounting was messy or did not fit your reporting needs, it is recommended that you simply keep your old exported reporting for reference and move forward with a clean system. If you do wish to import historical transactions for comparative reporting, you have two options.

☐ **Option 1: Post summary amounts**

Many organizations elect to simply post monthly summary amounts for their Income Statement and Balance Sheet to pull comparative reporting. This can be accomplished manually or with a journal entry. Using this method, you won't see the transaction details for past years. When they are needed, you would reference your exported transaction history from your prior system.

☐ **Option 2: Import historical data**

You can download the following templates to help you with the import process:

- ☐ **Register transactions**
- ☐ **Journal entries**
- ☐ **Accounts Payable**
- ☐ **Accounts Receivable**

Resources

Support Article: Import Journal Entries In Aplos

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