



Converting to Xero or QuickBooks Online

We can assist you in moving your data from a “desktop” accounting program (such as MYOB, QuickBooks, or Reckon Accounts) to one of the new “cloud” based programs.

We recommend Xero and QuickBooks Online (QBO), however we are happy to assist you in moving to the software of your choice.

Pre-Conversion

The old adage – garbage in, garbage out – applies here. Before any conversion is attempted your current data in your current accounting software needs to be cleaned up to make the conversion go smoothly.

Must Do

- You need to ensure that the following settings are correct in your current software:
 - GST basis (cash or accrual)
 - GST reporting period (monthly, quarterly, annually)
- You need to run any clean up utility the software provides and/or any verification utility included also
- Remove the password from the Administrator user

Should Do

- Reconcile all bank accounts and remove any unreconciled transactions that will never clear
- Reconcile or clear all clearing accounts (such as Electronic Clearing, Undeposited Funds, Payroll Clearing)
- Write off all old (bad) debts
- Check accounts receivable and accounts payable reports for accuracy
- Reconcile accounts receivable and accounts payable reports to the balance sheet (i.e. check that the totals on the reports match totals on the balance sheet)
- Ensure all credit note are applied unless actually unused
- Reconcile payroll reports to the profit / loss and balance sheet (i.e. check that the wages, superannuation, etc amounts on the payroll reports match what is showing on the profit / loss and balance sheet)
- Ensure all terminated employees have a termination date entered into your current accounting software
- Clean up your Chart of Accounts (mark accounts that you will not use as “inactive”)

MCA Pre-Conversion Service

We can perform all of the above tasks for a flat fee of \$275 (incl. GST). We will require your input into some items (such as confirming the accuracy of accounts payable).

Conversion

In order for Xero and QBO to convert your data, they require it to be in specific versions of your current software. These versions generally are:

- MYOB: AccountingPlus v19, AccountRight v2012 and later, AccountEdge v14 and earlier
- QuickBooks: v2009 and later
- Reckon Accounts: Business v2015 and earlier, Reckon Accounts Hosted

It is recommended that you do not enter any data into your cloud software until after the conversion is finished otherwise it may get overwritten.



MCA Conversion Service

If you are purchasing your cloud software via MCA, we will manage this conversion for free – including converting your existing file to a compatible version where possible.

If you are bringing your own software we charge a fee of \$55 (incl. GST) if you wish for us to manage this conversion process and/or convert your current file to a compatible version where we can. If you prefer to do it yourself, it is easily done online, details are on the website of the respective software.

Post-Conversion

Once your data has been converted, it is recommended that you check the data, set up the software, and complete a couple of post conversion tasks.

Checking the Data

While in 99% of conversions the data converts fine, you should check it against your now old data. You do this by printing the following reports from each system and comparing them:

- Trial balance
- Balance sheet
- Profit / loss
- Accounts receivable summary
- Accounts payable summary
- Payroll summary

Note: reports may be named differently in different software packages

Setting Up the Software

As with any software, there are various settings that need to be sorted to ensure the software works as you require it to. Things like financial year settings, invoice layouts, quoting, billing, expense payments, and others all need to be configured.

Payroll is an area that will require some attention. Payroll settings generally don't convert well, so you may need to set these up again.

The chart of accounts also needs to be checked and now is a good time to review the default GST codes on each account.

Post-Conversion Checklist

Each software has its own post-conversion checklist it will send across after the conversion is finished. Typically this will contain items such as:

- Remove the user account created for the converter
- Reconcile bank accounts (the conversion copies transactions but does not mark transactions as reconciled, so you need to re-reconcile these transactions)
- Clean up GST (similar to bank accounts, the conversion copies GST transactions but does not mark them as relating to a specific BAS period, so you need to create a pre-conversion date BAS to mark all those transactions as lodged)



MCA Post-Conversion Service

We can check that the converted data matches your original data, go through your basic settings (invoice layouts and payroll are examples of excluded items), and complete the post-conversion checklist of the software provider for a set fee of \$440 (incl. GST).

We are happy to assist you on individual items at our ordinary hourly rates if you wish to work through it yourself. We also have a few alternate invoicing layout templates that we are happy to provide at no cost.

MCA Complete Conversion Service

If you wish for MCA to manage the entire conversion, we can bundle all 3 of the above services together for \$550 (incl. GST).

