qb intuit quickbooks

Data Migration Checklist Cash Basis Users



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STEP 1 Pre-Migration Checks

The following steps are required prior to uploading your file for transfer:

Reconcile all your bank and/or credit card accounts to the most recent statement possible. After reconciling, make a note of the balances on your bank account. You'll need this when preparing the post-transfer reconciliation in your QuickBooks Online company file.



File your quarterly sales tax return for the remaining lodging period.

**If you use Cash-based accounting, it is advised you wait to migrate until directly after close (and reconciliation) of a sales tax period. Otherwise, you may have a considerable amount of post-transfer work in QuickBooks Online, such as dealing with partially complete invoices. *Note: If you have an existing QuickBooks Online company file that you have used in any way, you will need to cancel your subscription and create a new account. Data cannot be migrated into a QuickBooks Online company file that has existing data contained within it.



- To file your quarterly Sales Tax return in Xero:
- (1) Select **Reports** from the **Accounting** menu
- (2) Select the **Tax Return** option
- 3 Select View under Looking to see GST Transactions for your own date range?
- Select the data range. The date range is the start of the quarter until the current date (that is, transfer date)
- 5 Select Display
- 6 Export the report to a PDF.

After the transfer, this information will be used to generate a full report. This is done by adding the amounts in the boxes together in the old and new software.





- Export GST Reports at the date of migration:
 - (a) Lodged Activity Statements
 - **b** GST Transaction List
 - C GST Reconciliation Report

Generate both Accrual and Cash Reports from both Xero and QBO. Reports include:

- d Trial Balance
- Profit and Loss
- f Balance Sheet
- Outstanding Supplier and Customer Balances
 - i Accounts Receivable Detail Report
 - ii Accounts Payables Detail Report.

You will need these reports to validate closing/open balances in both Xero and QBO and ensure there are no discrepancies or errors before commencing GST post-conversion.





6

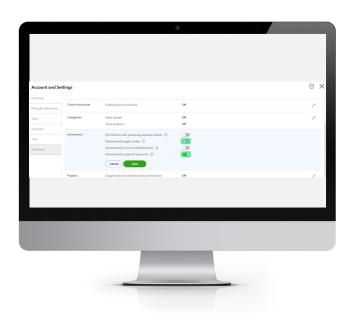
Generate and Export Aged Receivables/Payables Detail Reports with Outstanding GST.

It is important to be aware of any invoices that have both GST and non-GST items, as well as any irregular GST percentages. You will need this information for the post-migration tasks.

In your Quickbooks Online subscription, you will need to check your file settings and ensure you have enabled the correct file settings that will ensure that your migration is completed successfully. You will need to verify your accounting method and automation settings.

- Go to Settings and select Account and settings
- (2) Go to Advanced Tab
- Select the first month of the financial year and first month of tax year
- 5 Select the Accounting method (either Cash or Accrual).

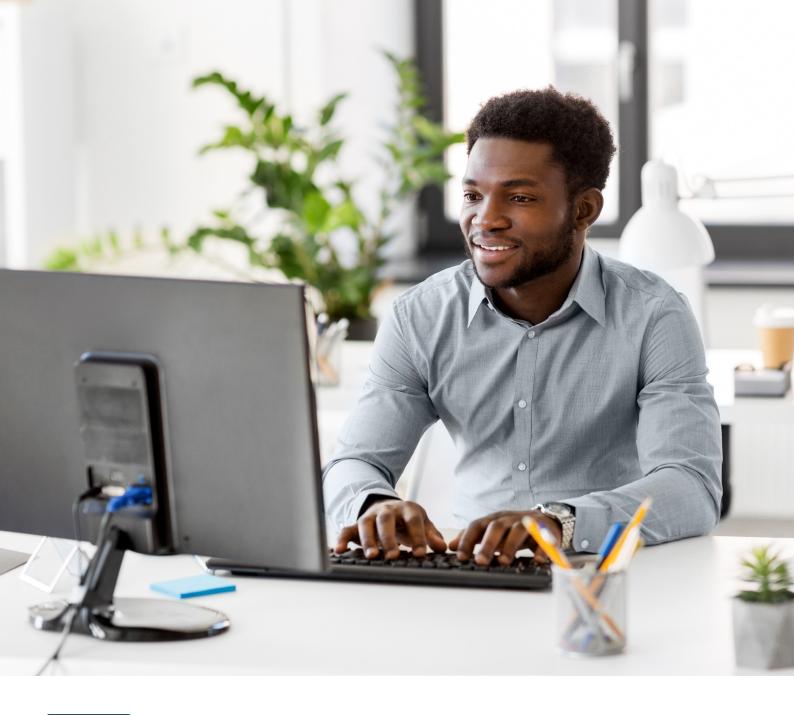




- 6 Go to the Automation section, select Edit 📏 icon
- Turn off the Automatically apply for credits and Automatically apply bill payments
- (8) Then Save
- If you use Tracking Categories and Locations, you can turn these on in Advanced settings as shown above and save.







STEP 2

Get started with transferring your data to QuickBooks Online

Visit the <u>Dataswitcher migration wizard</u> to get started.

Refer to the following guide on <u>Transferring your Data to</u> <u>Quickbooks Online for further details of the limitations</u> <u>of Dataswitcher</u>.









STEP 3

DataSwitcher Post Migration Data Check

Now that your data has moved into QuickBooks Online, it's time to review your QuickBooks Online account. We have created a review checklist below to get you started using QuickBooks Online for your business. Here we go over what you need to do before you start making changes to your data or entering new transactions.

Note: Because not every business is registered for GST, the steps to clean up your GST might not apply to you. Skip these steps if your business isn't registered.



Verify your data

A Review your data in QBO before you approve your move. If you do not approve your move within 72 hours, it will automatically be approved.

This is an important step. You must verify the data conversion to ensure consistency with your old accounting system. These are the three areas to check.

Configure your Quickbooks Online Settings and Accounting Method

The first thing you need to do is check your file settings and ensure you have enabled the correct file settings, which will ensure that your migration is completed successfully.

First, you will need to verify your <u>accounting method</u>. (see step 6 of Pre-Conversion Tasks above).

Next, let's set up your QuickBooks Online account properly so, you can start reaping the rewards straight away.

- (1) Go to Settings 🎕 and select Account and Settings
- 2 Select each tab from the left menu and update information
- (3) Select **Done** when you've finished.

Account balances

Compare the balances between your prior accounting system and your new QuickBooks Online subscription by comparing the below reports across the two systems. Ensure your reports are being viewed on an accruals basis.

- Trial Balance
- General Ledger
- Balance Sheet
- Profit and Loss report (income statement)
- Accounts Payable ageing summary
- Accounts Receivable ageing summary
- Outstanding supplier and customer balances.

The outstanding balances of suppliers and customers in your old software should line up with the new balances in your QuickBooks Online account. To avoid discrepancies you will have the opportunity to check the balance of 5-10 customers and suppliers to ensure account balances are lined up correctly. Also, check the historical account payable (A/P) and account receivable (A/R) on some random dates.

Note: There might be some discrepancies due to adjustment notes. In some accounting systems, you can specify a due date for an adjustment note, which isn't available in QuickBooks Online. This might cause amounts to appear in the wrong column.

3 GST Settings

It's important that QuickBooks Online is set up with the correct ABN and lodging frequency before you and your client start using it. You can skip this step if your business isn't registered for GST. Please follow the steps below to make sure GST has been set up correctly.

- Go to GST
- Select the Settings dropdown
- Select Tax settings
- Check the Accounting method is correct and change the Lodging frequency if required
- Select Save.





Bank Reconciliation

After the data conversion, all bank accounts are unreconciled. You'll need to reconcile them before you start using QuickBooks Online. For each bank account, follow these steps:

Before you start:

- Last statement ending date: Make sure your bank statement starts the day after your last reconciliation.
- Beginning balance: Make sure the beginning balance in QuickBooks matches the one on your bank statement. This is the account balance at the beginning of the time period you're reconciling. Here's what to do <u>if they don't match.</u>
- (1) Go to Bookkeeping and select Reconcile (<u>Take me there</u>)
- Prom the Account ▼ dropdown menu, select the account you want to reconcile
- Enter the Ending balance and Ending date as shown in your exported reports or previous accounting system
- (4) When you're ready, select Start reconciling
- **(5)** Select All transactions for reconciliation.

Select **Finish** now, follow the steps (if any), then select **Done**.

If you need further help with reconciliation or have a unique situation, please visit <u>Reconcile an account in</u> <u>QuickBooks Online</u>.

Note: QuickBooks brings over the main types for chart of accounts, but not the specific types (subtypes) if those exist in your previous accounting system. You're free to change the nominal code types after converting to something that suits you better.

5

GST Account Adjustment for Quickbooks GST Lodgement

Quickbooks uses a Control Account called GST Liability for all GST transactions.

By default, Data Switcher will create and allocate any GST on transactions to the account categorised as GST. As a result, we need to reallocate the balance in the GST Account for the current lodgement period to the GST Liability Account for reporting purposes. This requires you to adjust the GST line on all transactions allocated through Spend and Receive money, as well as GST on your open invoices and bills.

We offer two options to Correct GST in your Quickbooks File. The option you chose depends on the volume of transactions you have within your file.



Option 1

For smaller businesses with a low volume of transactions of fewer than 20 Sales Invoices and fewer than 20 Expenses and Bills.



Option 2

For those with higher volume of transactions of more than 20 Sales invoices and more than more than 20 Expenses and Bills.

Skip to option 2



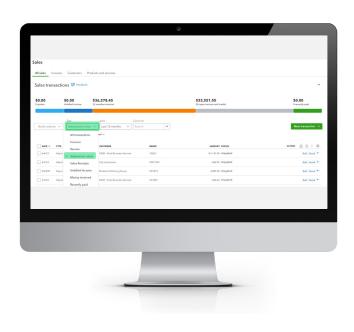


Option 1: Fewer than 20 invoices:

Make note of the following in Xero before making any adjustments to invoices or adjustment notes in Quickbooks Online.

- 1 Total GST on Sales for the current tax period in Xero
- 2 Open Credit Notes in Xero match open Sales Adjustments in Quickbooks
- Open Sales Invoices in Xero match Open Sales Invoices in Xero.





Quickbooks Online correct GST on Adjustment Notes:

- (1) Go to Sales > All Sales
- (2) Filter by Adjustment Notes
- Under Actions, select Edit to edit the Adjustment note.

Note: You will notice that the Adjustment Note has two lines. One is the Sales line item and the second is the GST with a description of Conversion Taxes (Tax,). This line needs to be deleted.



Change the tax setting for the Adjustment from Amounts Are Out of Scope to Exclusive of Tax.

where	feed	Celler					AMOUNT TO REP.
	haines Seniors 🛛 👻 🗌 Email Separate analysis in					AS	\$1,155.0
	Send war						
Here Bood	Adjustment Mote Date					11260	unt Note no.
2058 - Small B Melocume Re 13, Seuthbari	Autimest Services glood Office House 131						
national a		Manage lage					
						Anorthi	
	· PRODUCT/SERVICE	DESCRIPTION	env	8476	AMOUNT		
	1 Sales-2(deleted)	Credit development as agreed	1	1,050	1,010.00	del .	
	2 GIT-1(deleted)	Conversion Taxes (SAX,)		125	105.00		
	3						
		-					

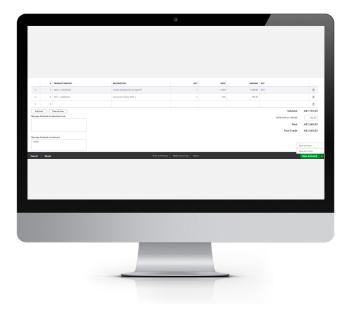
	al Busines Services	Enal V Constitution of the Section	College with a comme						A\$1,1	55.00
	nd all Business Sentias e Tegional Office serk House e 3131	Adjustment Note Data							Adjustment Note no. 1936C	
Start type				Manage tage						
									Amounts are Exclusive	offer +
	+ PROD	2016189903		DESCRIPTION	en	8478	AMOUNT	657		
0		2 (deleted)		Credit development as agreed		1.050	1,858.00			• 0
	2 617-1	(deleted)		Conversion Taxes (SAX.)		115	105.00	Out of Scope (2%) CST free (2%)		
_								CST (10%)		-
	ines Cear all I								Total A	\$1,155.00 \$1,155.00 \$1,155.00
									Total A	\$1,155.00
									Total A	\$1,155.00
									Total A	\$1,155.00
									Total A	\$1,155.00

 You will notice a GST Column appear in the Adjustment note. In the row that shows the sales line, select the correct tax code from the drop-down.



- Next, Delete the Tax line item on the Adjustment to correct the Total Credit amount
- **7** Save and Close.

You will continue to do this for each Unapplied Adjustment Note.



	278.45 Unpaid 5,278.45 Jun			\$0.00	S0.00 Per S0.00 Not depor		\$0.00 Deposite
Batch	h actions \vee	Stetus Unpaid	Last 12 months V				Create involce
	DATE	NO.	CUSTOMER	,	MOUNT	STATUS A	ACTION (3)
	7/3/23	ORC1003	Hamilton Smith Ply		\$553.00	() Overdue on 16/3/23	Edit Receive payment
	6/6/23	0401032	Cube Land		\$495.00	() Overdue 50 days	Edit Receive payment
	6/6/23	ORC1031	Res Media Group		\$550.00	() Overdue 42 days	Edit Receive payment
	6/6/23	ORC1027	DISR - Small Business Services		\$825.00	Overdue 37 days	Edit Receive payment
	4%/23	ORC1041	DISR - Small Business Services	5	4,200.00	() Overdue 25 days	Edit Receive payment
	6/6/23	0801030	Port Philip Freight		\$552.00	() Overdue 42 days	Edit Receive payment

Quickbooks Online correct GST on Sales Invoices:

- Next, you go to Sales > Invoices and filter by Unpaid Status
- 2 You will follow steps 3-7 above under Correcting GST on Adjustment Notes
- Next, Filter invoices that have been paid in the current lodgement period and correct the GST on all invoices that have been paid in the current lodgement period.

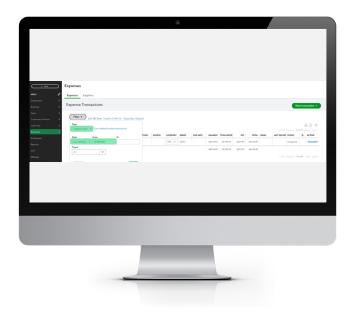


Correct GST on Bills, Expenses and Supplier Credits

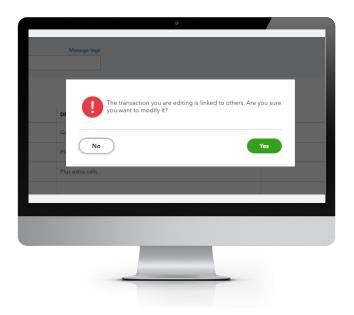
Now that we have corrected GST on Sales Invoices and Sales Adjustment Notes, it's time to correct the GST on Bills, Expenses and Adjustments.

(1) Go to Expenses

Filter Expenses by Supplier Credit from the first day of the current lodgement period (ie, if your last BAS lodgement was 31 March, then filter from 1 April to date of migration.



- 3 Under the Actions column, select Edit to open up the Supplier Credit
- Change the tax setting so Amounts are Exclusive of GST
- 5 Select the GST on Purchases from the dropdown in the Service/Product Line on the Supplier Credit
- Oelete the GST (Conversion Tax) Line from the Supplier Credit
- Save and close, then repeat the above steps for each Supplier Credit
- 8 Next, repeat steps 2-7 for Expenses, then again for Bills.



Where there is a payment applied against a Bill that falls within the current lodgment period, you will get a message pop-up notifying you that the transaction is linked to others. Are you sure you want to modify it? Select Yes.



Once you have completed these GST adjustments for both Sales and Expenses/Bills, check the GST Liability amount for the current period in QBO matches your Xero balance.

- Select GST
- (2) Select Prepare BAS or IAS
- Select the Start date of your lodgement period and the End Date and Select Continue
- You will see your Total Sales and Total Purchase Amounts for this period in currently in Quickbooks
- (5) Check the total against your Xero reports
- If there is a difference, review the transactions without GST Report and run this on a cash basis. This will tell you which transactions still need to be amended
- Where the difference is due to Cash Coded transactions thatare not linked to a Bill or Invoice, we can create a manual journal to amend the difference, so the GST is correctly recognised in QBO.

	QBO	Xero	Variance	Exclusive of Ta
Total sales (G1)	\$10,203.00	\$27,704.00	\$17,501.00	\$15,910.00
GST collected on sales (1A)	\$927.00	\$2,518.00	\$1,591.00	
Total purchases	\$0.00		\$0.00	
GST paid on purchases (1B)	\$91.00	\$1,858.00	\$1,767.00	
Your payment amount	\$836.00	\$660.00	-\$176.00	
GST Adjusting Journal on QBO	GST Exclusive			
Account	Debit	Credit	Description	GST
GST (from DS)	-\$176.00		Clearing GST from Migration	Out of Scope
Sales		\$15,910.00	Clearing GST from Migration	GST on Sales
Sales	\$15,910.00		Clearing GST from Migration	Out of Scope
General Expenses or Purchases	\$17,670.00		Clearing GST from Migration	GST on Expenses
General Expenses or Purchases		\$17,670.00	Clearing GST from Migration	Out of Scope
Last stap of the past migration of	ookligt: Doot this i	ournal anks offer	diting all open in	voices and hills
Last step of the post migration ch	ecklist. Post this j	ournal only after o	editing all open in	voices and bills





- 8 Lastly, once you have calculated the difference between your QBO and Xero, and calculated the journal needed to balance the difference. You will post the necessary adjusting entry.
 - 8.1 Click +New > Journal Entry to create a new journal entry
 - 8.2 Change the journal date to the opening balance date, and "tick" Is Adjusting Journal Entry?
 - 8.3 Select Amounts are Exclusive of Tax
 - **8.4** You will create the following journal entry:

						Journal no.				
									Amounts are Exc	Loire of Tax •
	,	ACCOUNT	04875	CREDITS	DISCRPTION	NAME	657	IDGATION	GASS	
		1 821 037		176.00	Clearing 037 from Migration		Out of Scope (Sales)			0
		2 200 Sales		15,912.00	Clearing GST from Migration		037 Galesi			
	1	3 200 Sales	15,910.00		Clearing GST from Migration		Out of Scope (Sales)			8
		4 300 Punhases	17,670.00		Clearing GS? from Migration		GST on purchases (Purchases)			0
	,	5 300 Purchases		17,472.00	Clearing GST from Migration		Out of Scope (Purchases)			8
		4								
										0
		,								
		Internal	31,58000	33,756.00						
		No Tax 0 0% Saled	000	0.00						
		OST & 10% (Sales) 667 & 10% (Purchased)	1,767.00	1,891.00						
		Als Tax B \$55 (Purchased	Crarco	8.08						
		Tata	25,347.00	35,347.00						
	lives	Char all times								
feno										
					-					

Account	Debit	Credit	Description	GST
****GST	\$XX		Clearing GST from Migration	Out of scope
****Sales		\$XX	Clearing GST from Migration	GST on Sales
****Sales	\$XX		Clearing GST from Migration	Out of scope
****General Expenses	\$XX		Clearing GST from Migration	GST on Sales
****General Expenses		\$XX	Clearing GST from Migration	Out of scope

8.5 Check the GST in QBO once you have posted this journal. If the reports match, then your migration has been completed, and you are ready to start using QBO.





Option 2: More than 20 invoices:

Before you start ensure you have checked the following of the following in Xero before making any adjustments to invoices or adjustment notes in Quickbooks Online.

- 1 Total GST on Sales for the current tax period in Xero
- 2 Total GST on Purchases for the current tax period in Xero
- Open Credit Notes in Xero match open Sales Adjustments in Quickbooks
- Open Sales Invoices in Xero match Open Sales Invoices in Quickbooks Online.



\$0.00 0-quotes	\$0.00 Unbilled income	\$36,278.45 zz overduat invoices		\$33,551.55 28 open invoices and credits	\$0.00 G recently paid
Batch actions . V	Toe Adjustment notes	Last 12 months v	×		New transaction
DATE V TYPE	All transactions Invoices Quotes	ud V Customer	MEMO	AMOUNT STATUS	ACTION 💍 🖒 I 🗟
6/6/23 Adju		DESR - Small Business Services	102MC	-\$1,155.00 Unapplied	Edt Send
□ #5/23 Adju	2002 Accepts	City Limousines	ORC10227	-560.50 Unapplied	Edt Send 1
□ 24423 Adju		Maddos Publishing Group	CR1014	-\$385.00 Unapplied	Edit Send
5/4/23 Adju	Money received Recently paid	DISR - Small Business Services	CR1001	-\$26.40 Unapplied	Edit Send 1

Correct GST on Adjustment Notes:

- (4) Go to Sales > All Sales
- 5 Filter by Adjustment Notes.

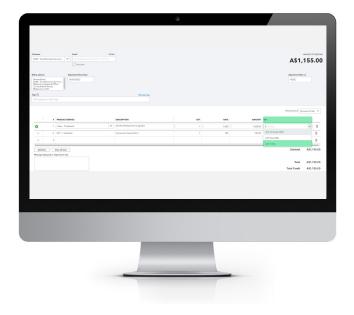


Under Actions, select Edit to edit the Adjustment note

Note: You will notice that the Adjustment Note has two lines. One is the Sales line item and the second is the GST with a description of Conversion Taxes (Tax,). This line needs to be deleted.

 Change the tax setting for the Adjustment from Amounts Are Out of Scope to Exclusive of Tax.

Crite and				A\$1,1	55.00
				Adjustment Note in 1935C	
Manage tags					
				_	
				Anounts are Exclu	sise of Tax *
Conversion Taxes (TAX, 1	'	185	105.00		
					8 A\$1,155.00
-	_	-			
	In the second se	Crudt development as agreed 1	Could development as agreed 1 1,050	Credit development as agreed 1 1,050 1,050 0	Cell delapting 1 U30 U308 Crimetro Trans (50.) 1 15 155.65



8 You will notice a GST Column appear in the Adjustment Note. In the row that shows the sales line, select the correct tax code from the drop-down.

You will notice the tax amount appears in the GST field, adjusting the Total Credit amount.



- Next, Delete the Tax line item on the Adjustment to correct the Total Credit amount
- (10) Save and Close.

You will continue to do this for each Unapplied Adjustment Note.

Now that we have corrected the GST on Adjustment Notes, it's time to correct our Open Invoices.

	# PRODUCT/SERVICE	DESCRIPTION	017	6471	anour		
	1 Sales - 2 (deleted)	Credit development as agreed		1,050	1,050-03		0
	2 GST-11deleved	Conversion Taxes (500,)		105	105.03		8
Addine						Subtotal	A\$1,155.00
easpe displayed o	in adjustment note					GST @ 10%-on 1,056.00	105.00
						Tetal	A\$1,260.00
						Total Credit	A\$1,260.00
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Clac.	м)	Para de Nord	a Max recuring More				
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case duringed or	•	And Prov	n Mérresung Kon				
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\$36,	5 Involces 278.45 Unpuid 6,278.45		oducts and services	\$0.00 Net due yet	50.00 Pa 50.00 Not deper	id Last 30 days	\$0.00 Drynashed
Bate	hactions 🗸	Status Unpaid	Last 12 months V				Create invoice 🛛 🗸
	DATE	MO.	CUSTOMER		MOLINT	STATUS .	ACTION (3)
	7/1/21	0801003	Hamilton Smith Pty		\$552.00	Overdue on 16/3/23	Edit Receive payment +
	6/6/23	O#C1032	Cube Land		\$495.00	Overdue 50 days	Edit Receive payment *
	6%/23	O8C1031	Res Media Group		\$550.00	Overdue 42 days	Edit Receive payment
	64/23	OBC1027	DISR - Small Business Services		\$825.00	() Overdue 37 days	Edit Receive payment *
	4%/23	ORC1041	DISR - Small Business Services	5	4,200.00	Overdue 35 days	Edit Receive payment *
	6/6/23	ORC1038	Port Philip Freight		\$550.00	Overdue 42 days	Edit Receive payment

Correct GST on Open Invoices

You will need to delete all open invoices and import this list from Xero. To do this, follow the below steps:

(1) Go to Sales > Invoices and filter by Unpaid.



(2) Select the check box on the right column to select all invoices, then select Batch Actions and select Delete from the drop-down.

Bato	h actions	All	Last 12 months	~		Create invoice
	DATE	NO.	CUSTOMER	AMOUNT	STATUS .	Астіс
	7/3/23	ORC1003	Hamilton Smith Pty	\$550.00	() Overdue on 16/3/23	Edit Receive payme
	6/6/23	ORC1032	Cube Land	\$450.00	() Overdue 51 days	Edit Receive payme
	6/6/23	ORC1031	Rex Media Group	\$550.00	Overdue 43 days	Edit Receive payme
	6/6/23	ORC1027	DIISR - Small Business Services	\$825.00	() Overdue 38 days	Edit Receive payme
	4/6/23	ORC1041	DIISR - Small Business Services	\$4,200.00	() Overdue 36 days	Edit Receive payme
	6/6/23	ORC1030	Port Phillip Freight	\$550.00	() Overdue 43 days	Edit Receive payme
	5/4/23	ORC1012	City Limousines	\$660.00	() Overdue on 21/4/23	Edit Receive payme
					Elect	Densilant 1.42 of 42 Novi

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ChC1037 City Linourieus 6 May 2023 0.00 (60.50) Assisting Payment	
CR1001 Portul proj of DISR - Small Business Services 5 Apr 2023 0.00 (20.40) Amaling Payment	
ORC1024 Cenutiens & Smile 7 May 2023 16 Apr 2023 550.00 0.00 Paid	
ORCI023 Monthly support Ill Rex Media Group 8 May 2023 21 May 2023 550.00 0.00 Paid	
CRC1022 Monthly support Prof Phillip Freight 8 May 2023 21 May 2023 550.00 0.00 Paid	
CRC1021 Monthly support Vans Transport 8 May 2023 21 May 2023 550.00 0.00 Paid	
CRC1020 Monthly support I Hamilton Smith Pay 8 May 2023 21 May 2023 550.00 0.00 Paid	
ORC1019 Monthly support Rex Media Group 7 Apr 2023 16 Apr 2023 560.00 0.00 Paid	

- (3) Go to your Invoices in Xero and select Awaiting Payments
- (4) Export your invoices out of Xero to Excel/CSV file.



- Open the exported Excel/CSV file to review. To simplify the import, delete any columns that are not relevant (Any column that pertains to an address)
- Oelete any Credit Notes, as these will have already been adjusted in the steps above
- Check that the status of all the invoices in the Excel/ CSV file are all Awaiting Payment.

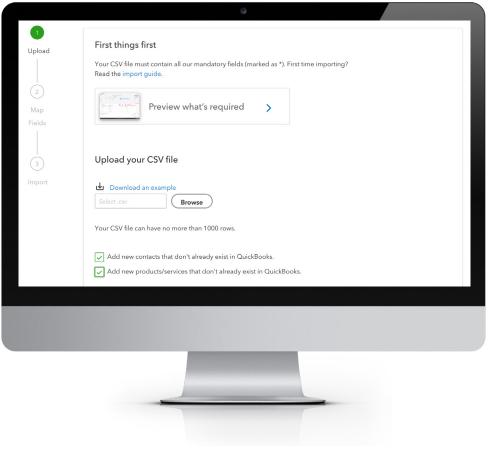
Now that you are ready to import your invoices, you can use the Import Wizard in Quickbooks Online.

Batc	h actions 💊	All	Last 12 months	~		Create invoice
	DATE	NO.	CUSTOMER	AMOUNT	STATUS .	ACTI
	7/3/23	ORC1003	Hamilton Smith Pty	\$550.00	() Overdue on 16/3/23	Edit Receive paym
	6/6/23	ORC1032	Cube Land	\$450.00	() Overdue 51 days	Edit Receive paym
	6/6/23	ORC1031	Rex Media Group	\$550.00	() Overdue 43 days	Edit Receive paym
	6/6/23	ORC1027	DISR - Small Business Services	\$825.00	Overdue 38 days	Edit Receive paym
	4/6/23	ORC1041	DIISR - Small Business Services	\$4,200.00	Overdue 36 days	Edit Receive paym
	6/6/23	ORC1030	Port Phillip Freight	\$550.00	Overdue 43 days	Edit Receive paym
	5/4/23	ORC1012	City Limousines	\$660.00	Overdue on 21/4/23 Elect Devid	Edit Receive paym
			A COMPANY OF A COM			

\$36,233.45 Unpaid \$36,233.45 Overdae	Last 365 days		\$0.00	60.00 Paid 50.00 fot deposi	Last 30 days red	\$0.00 Deposited
Batch actions \lor	Status All	Date	s v			Create invoice
DATE	NO.	CUSTOMER	AA	NUONT	STATUS .	ACTION
7/3/23	ORC1003	Hamilton Smith Pty	5	550.00	Overdue on 16/3/23	Edit Receive payment
6/6/23	ORC1032	Cube Land	5	450.00	() Overdue 51 days	Edit Receive payment
6/6/23	ORC1031	Rex Media Group	\$	550.00	Overdue 43 days Einst Double	Edit Receive payment
					El anti-	ann 149 of 49 klast 1 on

8 In Quickbooks Online, go to Sales > Invoices and select the drop-down next to Create Invoices then select Import Invoices.





Select Browse to chose the Excel/CSV you would like to import and check the following boxes:

- a Add new contacts that don't already exist in Quickbooks
- Add new products/services that don't already exist in Quickbooks And Select Next.

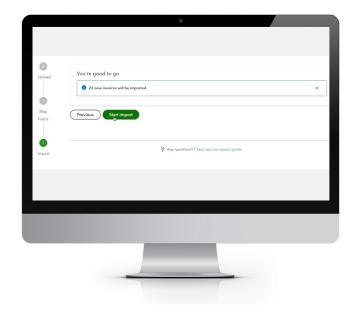
2	Mandatory fields are	column headers in your CSV file with the QuickBooks fields. marked as * mandatory QuickBooks fields.	
Map elds	QUICKBOOKS FIELDS	CSV COLUMN HEADERS	
	* Invoice No	InvoiceNumber 🗡 🥥	
	* Customer	Select V	
	* Invoice Date	ContactName	
	* Due Date	POAddressLine1	
	Terms	POAddressLine2 POAddressLine3	
	Service Date	POAddressLine4	
	Item (Product/Service)	POCity	

(10) Next you will Map your column headings.

Note: Item Amount should be mapped to Line Amount with a Tax Code of Exclusive of GST.



- (1) Next, you will map your tax codes, and select Next
- 12 Now, you're ready to import, Select Start Import then select OK once competed.





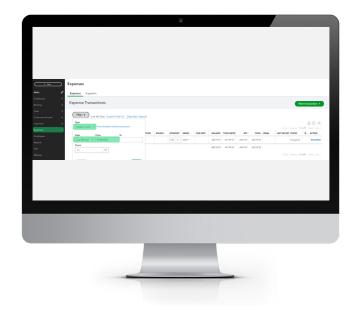
- Once the import is completed, next you will need to reapply partial payments to open invoices, per Xero. Review your partially paid invoices in Xero, then go to All Sales in Quickbooks Online. Click on Edit Unapplied Payment
- This will open your Receive Payments where you will see outstanding invoices for that customer, with credit notes at the bottom. Select both the invoice and Credit note you would like to apply against each other and Save
- (15) Repeat until you have applied all Partial Payments.



Correct GST on Open Bills

Now that you have corrected the GST on Invoices, it is time to correct GST on Bills

- (1) Go to Expenses
- Filter Expenses by Bills and Open Bills





- 3 Under the Actions column, select Edit to open up the Supplier Credit
- Change the tax setting, so Amounts are Exclusive of GST
- 5 Select the GST on Purchases from the dropdown under GST on expense line item od the bill
- 6 Delete the GST (Conversion Tax) Line from the Bill
- Save, and repeat steps 1- 6 for each Bill/Supplier Credit and Expense.



Check GST in Quickbooks

Once you have completed these GST adjustments for both Sales and Expenses/Bills, check the GST Liability amount for the current period in QBO matches your Xero balance.

- Select GST
- (2) Select Prepare BAS or IAS
- Select the Start date of your lodgement period and the End Date and Select Continue
- You will see your Total Sales and Total Purchase Amounts for this period in currently in Quickbooks
- (5) Check the total against your Xero reports.
- If there is a difference, review the transactions without GST Report and run this on a cash basis. This will tell you which transactions still need to be amended
- Where the difference is due to Cash Coded transactions which are not linked to a Bill or Invoice, we can create a manual journal to amend the difference, so the GST is correctly recognised in QBO.

	٥)		
	QBO	Xero	Variance	Exclusive of Ta
Total sales (G1)	\$10,203.00	\$27,704.00	\$17,501.00	\$15,910.00
GST collected on sales (1A)	\$927.00	\$2,518.00	\$1,591.00	
Total purchases	\$0.00		\$0.00	
GST paid on purchases (1B)	\$91.00	\$1,858.00	\$1,767.00	
Your payment amount	\$836.00	\$660.00	-\$176.00	
GST Adjusting Journal on QBO	GST Exclusive			
Account	Debit	Credit	Description	GST
GST (from DS)	-\$176.00		Clearing GST from Migration	Out of Scope
Sales		\$15,910.00	Clearing GST from Migration	GST on Sales
Sales	\$15,910.00		Clearing GST from Migration	Out of Scope
General Expenses or Purchases	\$17,670.00		Clearing GST from Migration	GST on Expenses
General Expenses or Purchases		\$17,670.00	Clearing GST from Migration	Out of Scope
Last step of the post migration ch	ecklist: Post this j	ournal only after	editing all open in	voices and bills

In a spreadsheet, reconcile your GST on Sales and GST on Purchases in a spreadsheet to compare the difference. This will help you calculate, the adjusting journal that needs to be created.



- 8 Lastly, once you have calculated the difference between your QBO and Xero, and calculated the journal needed to balance the difference. You will post the necessary adjusting entry.
 - 8.1 Click +New > Journal Entry to create a new journal entry
 - 8.2 Change the journal date to the opening balance date, and "tick" Is Adjusting Journal Entry?
 - 8.3 Select Amounts are Exclusive of Tax
 - **8.4** You will create the following journal entry:

	125					Journal Inc.				
									Amounts are Ex	laireoffix +
		ACCOUNT	DEBTS	CREDITS	0050897104	NAME	657	1064790W	0,455	
		1 828 GS1		176.00	Clearing GST from Migration		Out of Ensure (Enles)			0
		2 200 Sales		15,912.00	Clearing GST from Migration		GST (Sales)			0
		3 200 Sales	13,910.00		Clearing GST from Migration		Out of Socor (Sales)			
		4 200 Punhases	17,670.00		Clearing GST from Migration		GST or purshases (Purchases)			0
		5 300 Pumhases		17,472.00	Clearing GS? from Migration		Out of Scope (Purchases)			0
		4								0
										0
		1								8
		*								
		Subrana	33,580.00	33,756.00						
		No Tax # 0%, Sales: 027 #10%, Sales:	0.00	1.591.00						
		GST @ 10%/Purchased	1,767.00							
		No Tax 8 0%/Purchased		0.00						
		Total Charaltines	21,347,00	35,347.00						
Mena	11.40	Char all lives								
General	X	Ow				Make recurring			(See	Save and new

Account	Debit	Credit	Description	GST
****GST	\$XX		Clearing GST from Migration	Out of scope
****Sales		\$XX	Clearing GST from Migration	GST on Sales
****Sales	\$XX		Clearing GST from Migration	Out of scope
****General Expenses	\$XX		Clearing GST from Migration	GST on Sales
****General Expenses		\$XX	Clearing GST from Migration	Out of scope

8.5 Check the GST in QBO once you have posted this journal. If the reports match, then your migration has been completed, and you are ready to start using QBO.



