

# Pre-Conversion Checklist

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## How to prepare a file for conversion

There is some 'tidy-up' work that we recommend you do prior to conversion. As this information changes regularly **we recommend that you visit our [FAQs](#) page under the Support menu on [jetconvert.com.au](http://jetconvert.com.au)** for the latest information. The following is current as of October 2016.

### MYOB

#### **MUST DO!**

- Ensure that MYOB is set to the correct GST accounting basis (cash or accrual). For example if the organisation reports to the Australian Taxation Office on a Cash Basis please ensure that the file is set-up accordingly. This can be checked under Setup → Company Information → BAS Information.

#### **OPTIONAL**

- Check that balances in all reconciled bank accounts and credit cards actually reflect the statement balances as of the last reconciliation date. Finalise all bank reconciliations. (Reconciliation is easier in Xero, so we recommend leaving unreconciled periods unreconciled in MYOB. However you need to make sure that the bank balances are correct as of your conversion start date.)
- Ensure all clearing accounts (including Undeposited Funds and Electronic Clearing Account) are reconciled to NIL.
- Confirm that the Accounts Payable report reconciles to Supplier statements and that all unpaid invoices are still due.
- Ensure all credit notes are applied unless actually unused.
- Repeat the above two points for Accounts Receivable.
- Run the Payables & Receivables Reconciliation detail report as of the last day of the financial year in MYOB (e.g. 30/6/13 if you are receiving transactional history from 1 July 2013) and make sure that it has no Out of Balance amount. Xero does not allow direct journals to system accounts.
- Check that your tax tables are up to date. If not upload the latest tax tables. You can do this in MYOB under Setup, Load, Payroll, Tax Tables.
- Ensure that all employees that are terminated have a termination date entered, rather than just being made inactive.
- Run a verification of the MYOB file (from the File menu, MYO files only). Fix any errors that appear.
- If the file size is bigger than 800MB please contact [support@jetconvert.com.au](mailto:support@jetconvert.com.au) for recommendations.

## RECKON

### MUST DO!

- Ensure that Reckon is set to the correct accounting basis (cash or accrual). You can do this in Edit → Preferences → Tax → Company Preferences.
- Clean up the Reckon file by:
  - From the toolbar select "File".
  - From the dropdown select "Utilities".
  - From the expanded options select 'Clean Up Company Data'.
  - Click Yes at the 'Budget data may be removed during cleanup. Do you want to continue anyway?'.
  - Select 'remove transactions as of a specific date'.
  - Enter the date. This should be the date from when you want to receive transactional history. For example if you plan to purchase history back to 1 July 2013 then set the date as 30/06/2013.
  - Select Next.
  - Tick all boxes then click next. Select Additional Criteria for removing transactions.
  - Tick all boxes then click next. Select Unused list items to remove.
  - Click 'Begin Cleanup'.
- Make sure the password for the Admin user is removed. If you do not know how to remove the password please call us on 1800 77 00 35 or email [support@jetconvert.com.au](mailto:support@jetconvert.com.au) to advise what the password is.

### OPTIONAL

- Check that balances in all reconciled bank accounts and credit cards actually reflect the statement balances as of the last reconciliation date. Finalise all bank reconciliations. (Reconciliation is easier in Xero, so we recommend leaving unreconciled periods unreconciled in Reckon. However you need to make sure that the bank balances are correct as of your conversion start date.)
- Ensure all clearing accounts (including Undeposited Funds and Electronic Clearing Account) are reconciled to NIL.
- Confirm that the Accounts Payable report reconciles to Supplier statements and that all unpaid invoices are still due.
- Ensure all credit notes are applied unless actually unused.
- Repeat points the above two points for Accounts Receivable.
- Run a detailed Reconciliation report (for sales and purchases) as of the last day of the financial year (e.g. 30/6/13 if that was the date used in Tidy Up above) and make sure that it has no Out of Balance amount. Xero does not allow direct journals to system accounts.
- Ensure that all employees that are terminated have a termination date entered, rather than just being made inactive.
- Run a verification of the file (from the File/Utilities menu). Fix any errors.
- If the file is bigger than 150MB we cannot complete the conversion for you. If your file is greater than 150 MB you can try to reduce the file size by following [these instructions](#).

If you have any questions on the above please email [support@jetconvert.com.au](mailto:support@jetconvert.com.au), chat [via our website](#) or call 1800 77 00 35 during business hours.