

# Pre-Conversion Checklist

## MYOB Business Conversions

This checklist explains what you need to complete, before your conversion to MYOB Business.

### Process for your current software that is being converted

#### 1. Decide on the conversion date

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To commence conversion, no data can be in your new MYOB Business file, it must be empty.

#### 2. Reconcile accounts receivable (AR) and accounts payable (AP)

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Apply payments and credit notes to the respective invoices and bills.

Accounts receivable (AR) and accounts payable (AP) ageing details should match the balances on the trial balance on the conversion date.

#### 3. Reconcile all bank and credit card accounts

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Reconcile up until the decided conversion date in the source software.

#### 4. Other tasks that may be undertaken

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- Check customer and supplier cards and clean up as necessary i.e. duplicates or old cards
- Check chart of accounts and remove unused accounts (depending on software)
- Check items for those unused and remove (depending on software)
- PDF all reports required for record keeping purposes

**Please note:** If there are any documents attached in your current software, ensure these are saved elsewhere as they will not be converted across.

Please refer to the inclusions and exclusions fact sheet.

#### 5. Allow MMC Convert access to your source file

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**Xero:** Allow advisor access

- Create new user > Select the business name
- Settings > Users > Invite a user
- Enter first name: MMC > Enter last name: Convert
- Enter email address: [myob@mmconvert.com](mailto:myob@mmconvert.com)
- Tick business and accounting > Select advisor
- Send invite to [myob@mmconvert.com](mailto:myob@mmconvert.com)

! Access can only be completed by a user with user invite access.

**QBO:** Allow admin access

- Create new user > Select the settings cog
- Manage users > Add user
- Select company admin > next
- Enter first name: MMC > Enter last name: Convert
- Enter email address: [myob@mmconvert.com](mailto:myob@mmconvert.com)
- Save > Send invite to [myob@mmconvert.com](mailto:myob@mmconvert.com)

! Access can only be completed by a user with user invite access.

**Reckon One:** Allow administrator access

- Create new user > Settings > General
- Roles > Administrator
- Enter first name: MMC > Enter last name: Convert
- Enter email address: [myob@mmconvert.com](mailto:myob@mmconvert.com)
- Save > Send invite to [myob@mmconvert.com](mailto:myob@mmconvert.com)

! Access can only be completed by a user with user invite access.

# Pre-Conversion Checklist

## MYOB Business Conversions

This checklist explains what you need to complete, before your conversion to MYOB Business.

### Process for your new MYOB Business subscription

#### 1. Provision your new MYOB Business file via the self-service portal

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##### Accountants and Bookkeepers:

Log into [MYOB Practice](#) and follow [these instructions](#) or [watch this video](#) to create your new client subscription.

**Tip:** If you use a Practice Administrator email (generic) to set up new files, please use this email to log into MYOB Practice.

##### SME Customers:

Complete and accept the order emailed to you, providing your credit card information.

Create a new MYOB Business file via the self-service portal, using the same trading name.

#### 2. MYOB Business subscription

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Check and enter the business settings to ensure the trading name and ABN is the same as the file being converted.

Check and enter the financial year and check opening balance date is the same as your selected conversion date.

**Important note:** Please do not enter any data or undertake any other tasks in this new MYOB Business file until the conversion is completed, by MMC Convert.

You will receive a confirmation of completion email when this occurs.

#### 3. Assign MMC Convert to have advisor access to your MYOB Business file

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- Create new user
- Company name
- Users
- Create advisor
- Enter name: MMC Convert
- Enter email address: [myob@mmconvert.com](mailto:myob@mmconvert.com)
- Save
- Send invitation