MYOB to Xero datafile Migration process – FAQ's

What is the overall process?

The overall process is:

1. Client prepares their MYOB datafile (see notes below)

2. When the MYOB file is ready, the client emails the MYOB file or Back-up to Benkorp – hello@benkorp.com

3. Client also emails their organisation logo. The logo image's file type must be a JPG, GIF or PNG (non-interlaced). The file size must be less than 200KB size. The Physical size of the logo should be no greater than 400 x 120 pixels. For best results resize the logo yourself using a graphics program. Otherwise, Xero will automatically scale it (in proportion) to fit into the space allowed on the invoice and this may affect how it looks.

4. Benkorp organises for the migration of data into a new Xero account. Please note that MYOB and Xero are not exactly the same so some data cannot be transferred – more details are provided below. Also, in a few cases the migration of data will not be possible. In this case Benkorp will contact the client and an alternative arrangement made.

5. When the Migration is completed, Benkorp sends an invitation from the new Xero account to the client via email; also, send a request for a list of all bank and deposit account details (for Benkorp to start the setup of the bank feeds)

6. Client accepts the invitation and either creates a new login or uses their existing login. NB there must not be an existing Xero file for the organisation

7. Benkorp will provide an Action Checklist of things to be done to complete the Xero set up where the systems are not the same. See below for more details of what could be included in the Action Checklist.

What is included within the Benkorp Price?

Steps 1 - 7 above are included in the quotation

What is not included within the Benkorp price?

1. The completion of the Action Checklist – the amount of time required for this process is unknown at the time of quotation and varies from organisation to organisation. Benkorp can complete these for our additional hourly fee.

2. The transfer of data where it is not possible as mentioned in this document

3. Training of how to use Xero. Benkorp can provide specialised training for your church or organisation. See service descriptions for full details, pricing and order form for all your training requirements

What I should prepare in MYOB before the migration?

Some things are easier to fix while the data is still in MYOB, so here is our list of recommendations for what to check before converting to Xero:

1. Ensure that MYOB is set to the correct accounting basis (cash or accrual) under Setup, Company Information, BAS Information.

2. 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.

3. Ensure all clearing accounts (including Undeposited Funds and Electronic Clearing Account) are reconciled to NIL.

4. Confirm that the Accounts Payable report reconciles to Supplier statements and that all unpaid invoices are still due for payment.

5. Ensure all credit notes are applied unless actually unused.

6. Repeat points 4 and 5 for Accounts Receivable

7. Run a Reconciliation Summary report (for sales and purchases) as of the last day of the financial year in MYOB (e.g. 31/12/18, 30/6/19) and make sure that it has no 'Out of Balance' amount. Xero does not allow direct journals to system accounts.

8. Ensure that all employees that are terminated have a termination date entered, rather than just being made inactive.

9. Run a verification of the MYOB file (from the File menu). Fix any errors so that the MYOB file can be verified without any errors occurring.

What should I NOT do before the migration?

1. **Do not change any account types in MYOB** before the migration!

2. **Do not start a Xero subscription prior to the migration** as we set up an entirely new Xero org for you based on the MYOB file sent to us.

3. **Do not rollover or purge history in the MYOB file.** If it is in the current financial year you will receive transaction history for the current financial year only. So if the MYOB file is in 2019 the transactional history will start from 1 July 2018.

4. Optional - We recommend leaving the **chart of accounts, products/items and contacts/card details** (for suppliers, customers and employees) untouched in MYOB and cleaning-them-up after they are in Xero.

Which versions of MYOB can you migrate?

We can migrate Australian MYOB AccountRight & AccountEdge datafiles:
- Up to 800 MB in size (unzipped)
- Australia Dollar single currency only (multi currency cannot be migrated)
- Up to 100 employees.

Note: Old versions of MYOB, prior to 2012 are difficult (but not impossible), and will need to be upgraded. Please discuss this with the Benkorp team before proceeding.

We **may not** be able to migrate if:
- There are tax codes other than 0 and 10 percent
- Trade Debtor/Creditor system accounts used for other system account functions
- There are more than 700 accounts in the Chart of Accounts
- The MYOB file cannot be verified without errors
- It is Multi-currency with many items inventoried
- If there are more than 100 paid employees in the MYOB file payroll

What data comes across in the migration?

You will have a mirror of all your MYOB data with a few exceptions:

- If the MYOB file has been rolled into the current financial year, the earliest migration start date is the start of the current financial year.

- Payroll is set up with opening balances as of the last payment date in MYOB – all historical transactions are imported as invoices.

- Recurring invoices and payments will not be brought across. The bank feeds in Xero take care of recurring payments. Recurring invoices may need to be set up in Xero.

- Inventory – see more details regarding the transfer of data associated with inventory below

Other considerations

Tax codes – We aim to migrate tax codes in MYOB as expected. If it is a standard MYOB tax code per MYOB's terminology it should come across. If you have created Custom Tax Codes we will make all attempts to use the closest fitting codes in Xero. There may be some variation as the information in MYOB does not indicate the full intended treatment of a Custom Tax Code.

Budgets – These do not come across as part of a migration.

Account numbers – The hyphen is removed from the number as part of the process, for example 4-1000 in MYOB becomes 41000 in Xero.

Document numbers – The leading zeroes are removed from document numbers e.g. invoices, bills etc.

Jobs – **Job opening balances are not created in Xero,** the tracking commences at migration date. We do not bring across jobs/categories if there are more than 100 in the MYOB file. However the other migration data will still be converted.

Fields in MYOB but not in Xero – if the data field does not exist in Xero, then the information in the MYOB data field will not be transferred. A few examples of this are:
- the Salesperson on an invoice
- delivery address in invoice or purchase
- Sales categories & identifiers in Contacts

How long does it take to migrate?

The process generally takes one week. This may vary depending on the quality of the data and any complications, especially as mentioned in these notes

How is inventory handled during the migration?

What we migrate
If there is inventory in the MYOB file we migrate the following:
- Item number and item name
- Base Sales Price
- Standard cost
- COGS and Inventory $
- COGS and Inventory Accounts
- Postings for sales and purchases
- Sales & Purchase value

What we DO NOT migrate
The following will NOT come across as part of the migration and **will** require updating in the Xero org**:**
- Items Description
- Locations
- Last Purchase Price
- Restocking information including primary supplier are not brought across
- Quantity on Hand is not brought across

How are deposits against orders treated?

The MYOB file will require data adjustments if there are deposits against orders, either in accounts receivables or accounts payable. This is because Xero does not accept payments against orders.

We will try to fix this during the migration process on your behalf by turning these orders into draft invoices or bills in Xero. The deposits will be turned into credit notes that can be applied against the order once these have turned into an Invoice or bill.

Some of your data will not be converted to Xero:

MYOB specific fields will not migrate. The requirements can be updated in Xero if required as part of the Action Checklist and review of transaction processing and reporting in Xero
- Job details
- Quotes & orders (replaced by draft invoices/bills)
- Budget details
- Repeating / recurring transactions
- Bank account names for contacts
- Statement text for contacts
- Any data in custom fields

How does payroll come across from MYOB to Xero?

If payroll is active in your MYOB file you will receive the following information:

- Employee data: contact details, employment details, tax declaration, leave, bank account details, pay template and opening balances.

- Opening balances displays the year to date of what each employee has been paid for each relevant pay item

Using this information you will be able to create your payment summaries in Xero for the financial year.

Note: We do not bring across any employer expenses.

Payruns are entered as paid Bills. The payments are actual bank payments and transactions processed in your file.

Recommendations regarding payroll

As part of our post migration Action Checklist you will also receive information on data missing from your MYOB file.

As the total of the Opening Balances is included in the last pay date, depending on your BAS period, you may need to do a manual calculation for the payroll amounts on your first BAS.

What may be included in the Action Checklist?

Some examples of these are:

a. **Missing Payroll Information. This may include:**

   Employee Superannuation Details – as Xero has an automatic Superannuation payment function, it requires more accurate information about the superannuation funds and the employee details

   Expenses – Xero does not have an Expenses function within payroll. If you have used Expenses as Pay Items in MYOB, you will need to review and create alternative ways eg Purchases to create these entries.

b. **Forms formatting** – the invoice & purchase order formatting process is different in the 2 systems. Benkorp will provide the Xero standard invoice format. This is a very good format, however this may not meet with your requirements. If not, Benkorp can provide either some basic training for your staff to customise the formats or for an additional fee, customise the forms for you as per your requirements

c. **Apply deposits to Invoices** – as mentioned above, deposits against Quotes/Orders in MYOB will be turned into credit notes. These need to be applied against the relevant transaction once these have turned into an Invoice or bill.

d. **Review your existing Recurring entries** and establish the alternative in Xero

e. **Re-enter Budgets into Xero** – if these exist in MYOB

f. **Set up of tracking Inventory** if keeping track of quantity on hand and cost of sales etc is required

Special information required ahead of the Migration

Please advise Benkorp if you have any of the following in the MYOB file:
- Manual journals/direct entries to control accounts
- Transactions greater than 1,000 lines
- Any integrated add-ons
- Multiple Accounts in the CoA for Payable/Accounts Receivable Accounts
- GST set up as a bank account
- An out-of-balance amount in the COGS account/s
- Trade Debtors/Trade Creditors accounts linked to bank accounts
- INP used as both 0% and 10%

How is this Migration done?

Benkorp uses a 3rd Party automated service to assist with the migration of data called JetConvert.

Jetconvert is an approved Xero partner. We have migrated many clients from MYOB to Xero using Jetconvert and the result is excellent.

Please see this link to their website for more information: https://jetconvert.com/au/