BUSINESS RESOURCE

Moving from QuickBooks to Xero

A structured migration guide to help you move from QuickBooks to Xero while preserving a clear audit trail.

A practical Harrian Bookkeeping guide for small businesses across the UK.

How to use this guide
Work through the steps in order. Tick off or note anything that needs attention, and keep the guide with your bookkeeping records for reference.

Prepare QuickBooks before the move

1 **Choose a cut-off date**

Decide the last date that new transactions will be entered in QuickBooks and the first date Xero will become the live system.

2 **Reconcile key accounts**

Complete the bank and credit-card reconciliations up to the cut-off date. Review accounts receivable and accounts payable so unpaid items are known.

3 **Run and save key reports**

Export or save the reports needed to prove the closing position, such as the trial balance, balance sheet, aged receivables, aged payables and bank reconciliations.

4 **Keep a complete backup or export**

Preserve the QuickBooks data you may need for historical queries. Do this before you start changing mappings or cleaning records for migration.

Create the Xero file

1 **Review account mapping**

Compare the QuickBooks chart of accounts to the accounts you plan to use in Xero. Merge or simplify duplicate or unnecessary categories where appropriate rather than carrying every historical label forward.

2 **Set the conversion date**

Use the agreed cut-off date consistently across opening balances, unpaid invoices and bank feeds.

3

Bring across opening balances and open items

Enter or migrate the relevant balances, outstanding customer invoices and supplier bills so the Xero opening position can be compared back to QuickBooks.

4

Set up active contacts

Move the customers and suppliers that you still need for ongoing bookkeeping. Check names and email addresses rather than importing duplicate contacts.

5

Connect bank feeds carefully

Confirm the first statement date and opening bank balance before starting routine reconciliation.

Prove the conversion

1

Compare reports

Compare the Xero opening trial balance or balance sheet to the QuickBooks closing position. Investigate differences rather than accepting them as part of the migration.

2

Check aged balances

Make sure unpaid customer invoices and supplier bills agree to the balances you expect.

3

Complete a first-month review

Reconcile the first month in Xero and review the reports before relying on the new file for ongoing decisions.

Important

The exact migration method depends on your QuickBooks product, Xero subscription and the quality of the existing data. Preserve the original records and verify the converted balances before relying on the new file.

Official references

Xero Central - Import a chart of accounts: https://central.xero.com/s/article/Import-a-chart-of-accounts-UK

Xero Central - Enter opening bank account balances: https://central.xero.com/s/article/Add-your-opening-bank-balances-in-Xero

Need help keeping your bookkeeping organised?

Harrian Bookkeeping provides reliable bookkeeping support for small businesses across the UK. Email **hello@harrianbookkeeping.com** or call **07831 524703**.