BUSINESS RESOURCE

Moving from Sage to Xero

A practical step-by-step migration guide for moving bookkeeping records from Sage into Xero.

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 the Sage records

1

Set a migration cut-off date

Choose the final date for entering transactions into Sage. Make the date clear to anyone else who has access so new entries are not added after the migration starts.

2

Reconcile the bank and review control balances

Reconcile bank and card accounts and review customer, supplier, loan and other key balances. Resolve obvious differences before extracting data.

3

Save key Sage reports

Retain the reports that evidence the closing position, including the trial balance, balance sheet, customer balances, supplier balances and bank reconciliations where available.

4

Back up the Sage data

Keep a secure copy of the original Sage records so historical information remains available after Xero goes live.

Set up Xero

1

Review the chart of accounts

Map Sage account codes to a sensible Xero chart. Use the migration as an opportunity to simplify obsolete or duplicated categories rather than automatically recreating everything.

2

Set the conversion date and balances

Enter the balances required at the agreed conversion date. Make sure the balance sheet remains internally consistent.

3 **Bring across unpaid invoices and bills**

Where required, set up outstanding customer and supplier items so later receipts and payments can be matched correctly.

4 **Set up active contacts**

Import or create the customer and supplier records you still use. Clean obvious duplicates before importing.

5 **Connect bank feeds**

Start the bank feed from the correct date and check for overlap with transactions already brought across.

Check the result

1 **Compare Xero to Sage**

Compare the Xero opening trial balance and key control totals to the final Sage reports.

2 **Reconcile the opening bank position**

Confirm that the first Xero bank reconciliation starts from the same position as the closing Sage records.

3 **Keep Sage available for reference**

Maintain access to the original records for historical queries and retention requirements.

Important

Sage products and data structures vary. This guide describes a controlled bookkeeping migration approach rather than a single technical conversion method.

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**.