Movemybooks

Converting your data

It's as easy as one, two, three

It's incredibly easy to use Movemybooks, and you can generally be up and running in your new accounting platform in just a couple of hours (conversions to Sage can take a while longer).

All it takes is three simple steps:

1 Setup

Click the 'Log in' link at the top of our website at www.movemybooks.co.uk. If you haven't yet got an account, click 'Register' to set one up.

Our app will then take you through some setup steps where you can provide the details of your conversion, confirm your end-of-year date and decide if you want to add any additional historic years of data (our standard *Convert24* service will convert the current financial year plus one previous year of data).

2 Your conversion

Continue to follow the steps in our app and keep clicking on the green buttons.

To convert from another cloud platform, authorise us to access your current platform and our web application will take care of the rest. To convert from desktop accounting software, have the data open in Sage or QuickBooks so that our data uploader can access it.

Once your conversion is completed, we will email you to confirm.

3 Post conversion tasks

No two sets of accounts are the same, and your data might need to be tidied up a little once your conversion is complete.

This exercise generally takes only 30 minutes or less, and we provide step-by-step guidance on our website for conversions to **QuickBooks Online**, **Sage Accounting** or **Xero**.

Limitations of service

It is impossible to make an exact copy of your data in a different accounting system. There is often some information that we are unable to convert, and some information may look a bit different when converted. Our website provides full details about what limitations might apply when converting from another platform to **QuickBooks Online**, **Sage Accounting** or **Xero**.

And don't forget...

Before doing your conversion, it's a good idea to post any draft transactions you may have, so they get included. It is also important to stop working on your old accounting system once you start your conversion!

If you need any assistance during the conversion process, just email our support team at **support@movemybooks.com**. They will be happy to advise.

www.movemybooks.co.uk

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