

Clean QBO first, then move only what Xero needs, then prove it

The brief. Move from QBO to Xero with a conversion date of 30 September 2026, keep receivables, payables and the bank exactly as they are, and give the accountant a tie-out they can sign off.

What the check found in QBO. 4 customer payments were sitting in Undeposited Funds while the bank feed had also added the same money as income: sales were overstated by \$24,198.79 and GST by \$2,419.88. 14 bank-feed lines were left in Uncategorized Expense, Opening Balance Equity held \$3,412.50, an inactive prepayment account still had a balance, and 8 accounts defaulted to GST where the supply is GST free or input taxed.

The move. 86 QBO accounts become 75 Xero accounts; 480 records become 449 contacts once duplicates and businesses that are both customer and supplier are joined. Open items are imported at their balance, the bank starts from the statement, and the Xero trial balance equals the adjusted QBO trial balance on all 65 accounts.

8/10

go-live gates pass

31

duplicate records joined

22

bank items carried into Xero

\$0.00

conversion clearing after import

Before Xero goes live

- Owner identifies the 3 unknown bank-feed payments (gate G3).
- Your accountant approves journal J3 and your BAS agent or accountant confirms the 8 tax defaults (G10).
- The September-quarter GST figures, adjusted by J1 and J2, are handed to your BAS agent or accountant.