BOOKKEEPING SOFTWARE MIGRATION / 01

CONNECT THE REPORTS BEFORE REVIEW

Use report labels and version references. Let the professional define the pairs and the comparison.

A helpful preparation resource from PickYourPro.ai. Fill in digitally or print. Keep your completed copy private.

Review purpose / source system name / destination system name

Pair R1 / source report title and version / destination title and version

R1 / professional-defined purpose, period and reporting-basis references

Pair R2 / source report title and version / destination title and version

R2 / professional-defined purpose, period and reporting-basis references

Pair still awaiting definition / question / professional to ask

Preparation only. Not accounting, tax, migration, software or validation instructions. No balance certification or cutover approval. Keep figures, credentials and private records out.

BOOKKEEPING SOFTWARE MIGRATION / 02

KEEP EXCEPTIONS WITH THEIR PAIRS

Record what the professional reports. Do not calculate a difference or diagnose an accounting error.

Pair/version / comparability confirmed or explanation pending?

Reported exception label / pair/version / professional explanation reference

Review owner / information question / response reference

Replacement source report / replacement destination report / earlier pair

Professional recheck explanation reference / review date

Still-open question / responsible role / next response expected

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BOOKKEEPING SOFTWARE MIGRATION / 03

CHECK THE REVIEW TRAIL

Tick what is organized. A completed list does not certify that a migration or its figures are correct.

- [ ] Pairs have consistent source/destination labels
- [ ] Report titles and versions contain no private data
- [ ] The professional defines purpose and comparison basis
- [ ] Pending comparison and reported difference are separate
- [ ] Exceptions point to a specific pair and version
- [ ] Replacement outputs retain the earlier references
- [ ] Recheck explanations and open questions are recorded
- [ ] Notes are separate from acceptance or cutover approval

Unconfirmed comparison / missing explanation / person to ask

Exception still open / latest pair version / recheck question

Separate written conclusion or actual approval reference / remaining question

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BOOKKEEPING SOFTWARE MIGRATION / 04

QUESTIONS FOR THE BOOKKEEPER

Ask for a clear review record. Financial conclusions and system changes stay with the appropriate professionals.

Pairs: which reports will be reviewed together, and for what purpose?

Context: how will periods, reporting basis and coverage be explained?

Status: how are pending comparisons and reported differences separated?

Exceptions: who investigates, explains and obtains any other input?

Rechecks: how do replacement pairs connect to earlier versions?

Scope: which pairs, exceptions, rechecks and handoff records are included?

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BOOKKEEPING SOFTWARE MIGRATION / 05

COMPARE THE SAME REVIEW COVERAGE

Use Professional A and B. Compare the same report-pair list, not a generic promise to check the migration.

Professional A / B / proposal dates / shared report-pair list version

Pairs, purpose and professional-defined comparison review - A / B

Reported exceptions, explanation owners and replacement rechecks - A / B

Unresolved-item handoff, exclusions, changes and written terms - A / B

READY TO HEAR FROM PROS?

Create an account on PickYourPro.ai if you choose, then start a Bookkeeping request for software-migration review. Share non-sensitive report-pair and explanation needs so participating pros can compete with proposals. Compare review coverage, exception handling, rechecks, handoff, written terms and fit. Keep actual financial records private.

One request. Every pro's best offer.

Start a request

Participation varies. A private systems and report-review discussion may be needed before a final proposal.

Planning guide: https://www.pickyourpro.ai/services/bookkeeping/software-migration

Intuit: Switching from QuickBooks Desktop to QuickBooks Online (official reference)

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