

Online Data File Conversion

Moving from Sage, Xero, Kashflow or VT to QuickBooks Online via Odyssey

Before you start

Ready to convert your company file to QuickBooks Online? Moving to QuickBooks Online is simple – all you need to do is follow these 5 easy steps and Odyssey will do the rest of the work for you.

The supported software for this guide is:

- Sage 50 Accounts (2010 - 2015)
- Xero (UK version only)
- Kashflow
- VT

If you are using other software please call us on 0808 168 4245 to discuss alternative options.

Important Information

Odyssey **will import** the following data into QuickBooks Online:

- Customer details
- Supplier details
- Chart of accounts
- Account balances
- Customer balances
- Supplier balances
- Items list
- Historical transactions

However some of your data **will not be converted** into QuickBooks Online:

- Departments
- Budgets
- Memorised transactions
- Invoices and other templates
- Sales orders
- Payroll records
- Negative stock
- Estimates and purchase orders

Please read the full list in our [FAQ](#) and view the Important Disclosure at the end of this guide before proceeding. Please note that data cannot be moved into QuickBooks Online files that were created more than 90 days ago.

If you wish to discuss these limitations further, please call us on 0808 168 4245.

Note: Odyssey will import one financial year of historical data plus all data for the current financial year for free.* Additional years will require further payment.

More information can be found [here](#).

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Step 1.

A. Provide access to your data file.

Please remember that it is your responsibility to back up your files in advance of the conversion. We do not assume liability for loss or corruption of the files provided for conversion.

Sage

Please save down a backup of your company file (file extension .001), ready to upload onto our conversion form. It is highly recommended to provide login details of the Administrator user (Manager).

Tip: Make sure the company file or saved copy of the company file is on your laptop / PC and is not on a remote drive like Dropbox or on a server.

Xero

Please either invite Odyssey as an Advisor or provide us with login details to access your data.

Kashflow

Please provide us with login details to access your data.

VT

Please save down a backup of your company file (file extension .vtr), ready to upload onto our conversion form. Please also provide the password to access your data file (if applicable).

B. Run and print the reports below, which will be used for data verification post conversion.

Sage

- Balance Sheet – End date of the current month
- Profit and Loss – Conversion period
- Aged Debtors – End date of the current month, summary and detailed report
- Aged Creditors – End date of the current month, summary and detailed report
- VAT Report – VAT period which has not yet been submitted

Note: If you also wish to compare your Trial Balance report, please seek guidance from Odyssey on the different software operating principles.

Xero

- Trial Balance – End date of the current month
- Balance Sheet – Current month
- Profit and Loss – Conversion period
- Aged Receivables – Current month, ageing by due date
- Aged Payables – Current month, ageing by due date
- VAT Return – Last and current VAT period / quarter

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Kashflow

- Balance Sheet – End date of the current month
- Profit and Loss – Conversion period
- Aged Debtors – The end date of current month, summary and detailed report
- Aged Creditors – The end date of current month, summary and detailed report
- VAT Report – VAT period which has not yet been submitted

VT

- Trial balance – End date of the current month
- Balance Sheet – End date of the current month
- Profit and Loss – This year and Last year
- Aged Debtors – End date of the current month, summary and detailed report
- Aged Creditors – End date of the current month, summary and detailed report
- VAT Report – VAT period which has not yet been submitted

Note: All figures should be set 2 decimal places

Step 2.

Convert your data.

Important: Before you start please have your QuickBooks Online login and password to hand. If you do not have a login for QuickBooks Online, please call us on 0808 168 4245.

Tip: To avoid the data loss please make sure that your QuickBooks Online file hasn't been populated with data before starting this process.

When you've got your login details for QuickBooks Online, please complete the Odyssey conversion form https://www.odyssey-resources.com/quickbooks_onlineuk/Conversion.php.

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Step 2 continued.

Depending on the option you selected under QuickBooks Online Details on the conversion form please follow the instruction below:

Option 1:

If you selected “**Share your login details with us**” please skip to the Step 3.

Option 2:

If you selected “**Invite us to access your file**”, please follow the instructions below:

Sign into your QuickBooks Online page at <https://uk.qbo.intuit.com> and follow these steps:

Company Name at the top right > **New** > **Company administrator** > **Next** > Enter qbou_support@odyssey-resources.com in the **Email address of user to add** box > **Next** > **Finish**

Option 3:

NOT RECOMMENDED!

If you selected “**I don’t have a QuickBooks Online file**” Odyssey will create a trial version for you. However by choosing this option you will not be able to benefit from the best price when buying the subscription after your trial expires.

Step 3.

You’re almost done.

Thank you for providing Odyssey with all the information. The import can take from 3 to 5 working days. If your migration is more complex, the process might take longer. Odyssey will send you a confirmation email after the conversion is completed.

 qbou_support@odyssey-resources.com **It's time to check your data in QuickBooks Online (U123456790)**
Dear Margo,

Please follow Step 4 and Step 5 after receiving the confirmation email that your data has been moved to QuickBooks Online. If you have any questions in the meantime please feel free to contact Odyssey by email qbou_support@odyssey-resources.com.

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Step 4.

Check your QuickBooks Online data.

If you received your confirmation email it means your file has been converted to QuickBooks Online.

Please follow these post-conversion instructions to check the data:

Quick Reminder: When checking the online data you must ensure you are reporting on the accounting basis (Accrual or Cash) that was applied in your previous software.

How you can do it:

Select the **cog icon** near the top right of the screen > **Company Settings** > **Company** > **Accounting method** > **Accrual** > **Save**

Tip: Switch between cash and accrual on an individual report by going to **Reports** > type the name of the report you require in **Search box** > **Customise** > choose **Accounting Method** > **Run Report**

Please run these 4 reports in QuickBooks Online.

- A. Trial Balance (when moving from Xero or Kashflow only)
- B. Balance sheet
- C. AR / AP Ageing Summary
- D. Supplier balance summary

Tip: When running the reports, use the Transaction Date option at the top of the screen to select the dates you entered when you requested the data conversion.

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Step 5.

Get your QuickBooks Online ready for day-to-day use.

Data has been successfully converted to QuickBooks Online and the following tasks will help you finalise the process. Get your QuickBooks Online data ready:

A. Remove the Odyssey user

Select the **cog icon** > **Manage Users** > click on **Odyssey** in the user list > **Delete**

B. Confirm Company settings

Select the **cog icon** > **Company Settings** > **Contact info** > enter your details > **Save**

C. Confirm VAT settings

Select **VAT** > **Rates and settings** > **VAT Settings** > enter your details > **Save**

D. Match credit notes and invoices

Select **Reports** > Type **Customer Balance Detail** > Select it > Click on any outstanding invoices > **Receive payment** > tick invoices in **Outstanding Transactions** to which you wish to assign a credit note > tick **Credits** that apply to invoices > **Save and Close** twice to return to **Customer balance** > repeat this process for each customer on your list

ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
480.00	480.00	480.00

ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
485.00	485.00	485.00

Amount to Apply: £480.00
Amount to Credit: £0.00
Amount to Apply: £480.00
Amount to Credit: £0.00

Tip: Use the same steps for your suppliers by running the **Supplier balance** report

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Step 5 continued.

E. Clean up VAT

Select **VAT > Prepare return** > enter in **From Date** section any date (ex: 01/01/2000) which must be before the end of the last VAT quarter > set **To Date** as the last day of the period covered by the most recent VAT return > **Refresh** > **Mark as Filed** > **Continue** > tick **Is Paid**

Go to **Transactions > Chart of Accounts** > double click on **VAT Suspense** > click on transaction you have just created > **Edit** > **Reverse** > **Save and New**

F. Tidy bank reconciliations

Select **cog icon** > **Reconcile** > choose relevant bank **Account** > **Reconcile Now** > enter the last reconciliation date in the **Statement Ending Date** field and enter the closing balance you had on your last reconciliation date to **Ending Balance** > **OK** > select top tick boxes in **Cheques and Payments** and **Deposits and Other Credits** > **Finish Now** > Repeat for all bank accounts

NOTE: If you had any uncleared/non-reconciled transactions in your original file, you will need to untick them in QuickBooks Online reconciliation report to ensure all the transactions match.

The screenshot shows the 'Reconcile - Current' interface in QuickBooks Online. It features two main tables: 'Cheques and Payments' and 'Deposits and Other Credits'. The 'Cheques and Payments' table lists transactions with columns for Date, Type, No., Name, and Amount (GBP). The 'Deposits and Other Credits' table lists transactions with columns for Date, Type, No., Name, and Amount (GBP). Below the tables, there is a summary section titled 'Edit Information from Statement' which includes a table with the following data:

	Amount (GBP)
Beginning Balance	£33,229.81
78 Cheques and Payments	£85,783.48
Service Charge	
Interest Earned	
9 Deposits and Other Credits	£188,227.26
Statement Ending Balance	£29,999.00
Cleared Balance	£55,873.59
Difference	£4,125.41

At the bottom right of the screen, there are buttons for 'Finish Now', 'Finish Later', and 'Cancel'.

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Thank you for converting to QuickBooks Online!

Your QuickBooks Online is ready for use. For any further help and support within the product you can visit [Learn & Support](#) page on the website for video tutorials and FAQ or select Help button in the top right corner of QuickBooks Online.

NOTE: If you have any issues with you migration please contact qbou_support@odyssey-resources.com.

Please provide us feedback by clicking on the gear icon (⚙️) in the upper right-hand corner and selecting **Feedback** under **Your Company**, so we can continue to improve the conversion experience.

*Important Disclosure

For a limited time only, each new subscriber to QuickBooks Online will be eligible for free data conversion services provided by Odyssey Resources Limited ("Odyssey") (7th Floor, E-town3, 364 Cong Hoa Street, Ward 13, Tan Binh District, Ho Chi Minh City, Vietnam) for one financial year of historical data, plus all data for the current financial year. This limited time offer is available for conversions from QuickBooks 2010 or later, Sage 50 Accounts 2010-2015, Xero, Kashflow, VT or CSV files. Odyssey will charge £16 per additional year converted. If you have requested a chargeable service, upon upload of your file. We request you pay by credit card, via the secure link provided, in order to ensure the conversion is promptly processed. Terms, conditions, pricing, features, service and support are subject to change without notice. Conversion will be subject to Odyssey terms of service that you will be required to accept in order to obtain the services. Please refer to [Odyssey](#) terms and conditions for details.