Bring the right records.

Migration preparation checklist. Work through this with the person responsible for your books.

1. Agree your starting date

Choose the conversion date with your accountant. Decide whether you need a simple opening position, outstanding documents or historical transactions.

2. Keep source backups

Save exports from your previous system and retain original reports and attachments. Keep reference PDFs separate from CSV files that will be imported.

3. Prepare master data

Review customers, suppliers and products. Remove duplicate rows, check names and tax identifiers, and use the current Kontab CSV templates.

4. Prepare opening figures

Obtain a balanced trial balance and supporting schedules as of the chosen date. Confirm bank, cash, stock, loans and other balances with your accountant.

5. List outstanding documents

Prepare unpaid customer invoices and supplier bills, including dates, references, original values and remaining amounts. Avoid importing the same balance twice.

6. Reconcile before importing

Match bank statements and cash balances to the source books. Explain remaining differences and keep supporting records.

7. Validate and review

Follow the Migration Hub validation and correction steps. Resolve conflicts before confirmation; do not bypass period locks or sign-off.

8. Sign off and retain evidence

Review resulting reports and the audit trail with the responsible person. Retain source exports and the migration reference before locking the completed session.

Choose the right migration path

Starter and master-data paths differ from open-items and full historical migration. Advanced paths require Growth or Professional, including an active eligible Professional trial. Confirm current templates and supported records before upload.

Questions: hello@kontab.net. Find the equivalent HTML checklist through the Migration Hub page on the Kontab website.