

Reckon One Data Migration Checklist

1. Compare your main reports

To confirm your data has migrated correctly, do a quick check of your main financial reports. You don't need to review every transaction, just ensure the totals match between systems.

Reports to check

Profit & Loss, Balance Sheet and Trial Balance

Select **Reporting** from left main menu. Select **Reports** and find the correct report (use the search bar if required). Set the date range as your migration window and compare totals with Reckon Accounts. [How to run reports in Reckon One](#)



For Balance Sheet & Trial Balance please ensure accounting method is set to accrual.

The screenshot shows the Reckon One interface for 'Michelle's Cafe'. On the left, the 'Reporting' menu is highlighted with a red box. The main area displays the 'PROFIT AND LOSS' report configuration. The 'Reporting period' is set to 'The following dates'. The 'From' and 'To' date fields are set to 'd/M/yyyy' with calendar icons. The 'Comparison period' is set to 'None'. A 'Show more options' link is visible below the comparison period dropdown.

Checklist

Trial Balance totals match

Profit & Loss totals match

Balance Sheet totals match

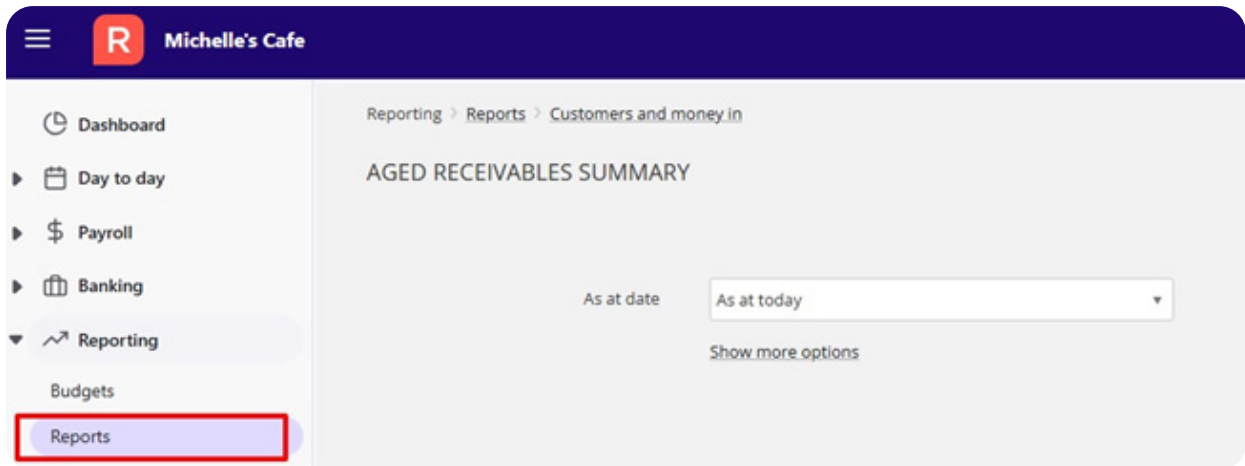
2. Check unpaid invoices & bills

Let's double-check your unpaid invoices and bills to make sure your customer and supplier balances are accurate after migration.

Reports → Accounts Receivable Summary

Reports → Accounts Payable Summary

Set the 'As at' date to 'As at today' and compare totals with Reckon Accounts.



Michelle's Cafe

Reporting > Reports > Customers and money in

AGED RECEIVABLES SUMMARY

As at date: As at today

Show more options

Dashboard

Day to day

Payroll

Banking

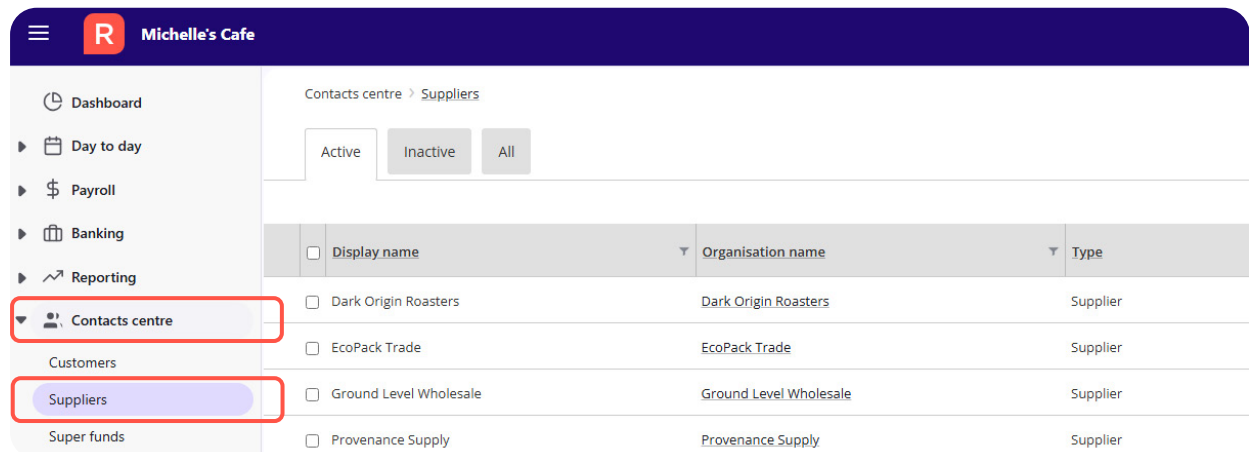
Reporting

Budgets

Reports



Spot-check 2-3 customers and suppliers.



Michelle's Cafe

Contacts centre > Suppliers

Active Inactive All

<input type="checkbox"/>	Display name	Organisation name	Type
<input type="checkbox"/>	Dark Origin Roasters	Dark Origin Roasters	Supplier
<input type="checkbox"/>	EcoPack Trade	EcoPack Trade	Supplier
<input type="checkbox"/>	Ground Level Wholesale	Ground Level Wholesale	Supplier
<input type="checkbox"/>	Provenance Supply	Provenance Supply	Supplier

Dashboard

Day to day

Payroll

Banking

Reporting

Contacts centre

Customers

Suppliers

Super funds

Checklist

Accounts Receivable total matches

Accounts Payable total matches

Spot checked customers & suppliers

3. Quick settings check

Once the numbers look good, quickly check your setup.

Go to **Settings** (cog icon in the top right menu) and review:

Business details and financial year is correct in **Book Settings**

GST reporting period & accounting method in **GST Settings**



4. Check bank accounts & reconciliation

Let's make sure your bank accounts are set up correctly by checking your last reconciliation in Reckon Accounts and applying those details in Reckon One.

In **Reckon Accounts**, go to **Banking** → **Reconcile** and select the bank account.

If you've previously reconciled, you'll see:

- ✓ **Beginning Balance** (your last reconciled balance)
- ✓ **Last reconciled on** (the date of that reconciliation)

Use these details in Reckon One as:

- ✓ **Statement closing balance** = Beginning Balance
- ✓ **Statement closing date** = Last reconciled on date



Transactions after your migration date will not be included.

Michelle's Cafe

Bank accounts Bank transactions Reckon One transactions Fast coding **Reconciliation**

Reconcile your bank account

Before you reconcile an account, you should make sure the information you have in Reckon One is as accurate as possible. Please enter the bank account statement closing balance and the closing date. To learn more about the reconciliation, click [here](#).

Account: My bank account
Last reconciled to: Never

Opening balance: \$0.00 ?

Statement closing balance *: \$0.00

Statement closing date *: 15/04/2026

Reference:

Checklist

Opening balance is correct



Migration complete

Once all boxes are ticked, your migration to Reckon One is complete and ready for daily use.