BizSight

Microsoft Office Accounting 2009 Migration

WELCOME TO BIZSIGHT. WE HAVE PUT TOGETHER A FEW TIPS TO HELP YOU MIGRATE YOUR MICROSOFT OFFICE ACCOUNTING (MOA) DATA.

BEFORE THE MIGRATION

♦ Download and install the edition of BizSight® that you plan to use from the Biz-Technologies website. The trial version + License key make this a fully functional product.

♦ Follow the BizSight Quick Start document to install BizSight and create a new company. The new company is the 'container' into which your MOA data will be migrated into.

♦ You can create as many companies as you wish on the on-premise edition and test the migration before approving one of them to be your production version.

♦ Your MOA data will NOT be affected by the migration and you can continue to use this until you are ready to move into the production environment. We however recommend that you make a backup of your MOA company for your own records.

♦ A running version of Office Accounting 2009 is required to migrate your data. It is recommended to be on the latest available Office Accounting service pack, prior to updating to BizSight.

THE MIGRATION UTILITY

♦ The migration utility from Microsoft Office Accounting 2009 to BizSight is built into the standard BizSight product and is included at no additional charge.

♦ The migration wizard, MUST be run from the machine that has running version of Office Accounting installed on it. We cannot migrate from just an Office Accounting backup. However, BizSight DOES NOT need to be installed on that machine– it only needs to be accessible from that machine.

♦ A single install of BizSight can be accessed from other machines as long as they are on the same network by using the BizSight launch URL (http://machine name:807/BizSight.aspx) The firewall must be turned OFF on the machine where BizSight is installed for other machines to access BizSight. Alternatively, to keep the firewall on and still be able to access BizSight, specific ports will need to be opened. Refer to Microsoft articles to allow specific traffic through a port when your firewall is turned on. For example, let's say BizSight is installed on a new Windows 10 Surface tablet and you are unable run Office Accounting 2009 on it. Office Accounting 2009 instead is on an old Windows XP machine.

BizSight—Financial Accounting

Software for Small Business

You can still access BizSight installed on the Windows 10 Surface tablet using the BizSight URL FROM the other XP machine.

♦ he migration tool will access a specific Office Accounting company via the MOA launch file (.sbc file) and import key data into the BizSight company running the import. Depending on the volume of data in your Office Accounting company, this may take a while or just minutes.

DATA IMPORTED FROM MOA
Only the following data is imported from Microsoft Office Accounting 2009:

Master Data	Transaction Data
Fiscal Calendars	Financial Journals (all)
Default System Accounts	Invoices (open & paid)
Support Codes (all)	Vendor Bills (open & paid)
Sales Tax Codes	Quotes
Chart of Accounts	
Employees	
Customers	
Jobs	
Vendors	
Items	

IMPORT PROCESS
To begin the import process, select Company Tab | Import from Office Accounting. A message will be displayed that the BizSight Service will need to be downloaded from your browser and installed. The downloading process is automatic, however your browser settings will prompt you to either run it or save. Select run to install this service.

The migration wizard will automatically launch once this service is installed. This is a great start! The import wizard will next walk you through the steps to import the data. The process itself is a 3-pass process, first going through the master files in MOA followed by sales invoices and vendor bills, finally importing financial journals.

The import of data from Office Accounting goes through a data collection, validation, and final import process for each pass. After the Office Accounting company and importselection are made on the main migration wizard page, BizSight connects to the specific Office Accounting company and gathers the data to be imported. The data collection process lists the different support codes, master files, and transaction data that the migration utility has read from Office Accounting. Depending on the amount of data, this may take only minutes, to a few hours.

Continuing to the next screen puts the collected data to a validation process. This is where the collected data is tested against the BizSight company where it will be imported. Duplicates and other errors are listed in this screen. You can click on error link against each importing item to view a detail of the errors. Duplicate data will not be imported into BizSight.

Selecting the finish button, works through the same process as the validation, except this time it is processed into BizSight. Records that are not imported are listed in the error column of the final import status. Click to view the details of the error.

VALIDATING NUMBERING SEQUENCE
It is highly recommended that the next invoice number, check number, quote number, journal number, etc are validated to ensure complete conversion from Office Accounting. While these number were not exposed in Office Accounting, these are visible and editable within the Company Tab | Settings | Transaction Number Tab**.** You can change the beginning document or transaction numbers if you wish here. This change will affect only the new transactions.

VALIDATING DEFAULT SYSTEM ACCOUNTS
Similar to the numbering sequence, it is critical to validate the default System Accounts under Company Tab | Settings | System Accounts within **Settings**. The majority of the accounts are imported from Office Accounting. It is our recommendation to make sure that each field is filled out with a relevant financial account.

As an example, validate that a sales or income account is used for Income, Cost of Goods Sold account is used for Cost of Goods default. In some areas, the system uses a required account from this setting section, in addition to account defaults. Missing values in this default System Accounts area could prevent a transaction from being saved later during processing.

OTHER POST-MIGRATION VALIDATION
Validate your master files, sampling accounts, customers, vendors, and items. Test your financials, Aging Balances, Open Invoices, and Open Vendor Bills before processing transactions in this new environment.
It is easier to run the migration again if a problem is identified immediately after the migration, rather than do this once you have committed new live transactions in the system.

TROUBLESHOOTING

An MOA migration error log is created on the machine/server where BizSight is installed. You can access this from the default c:\inetpub\BizSight\Logs folder location. The import log files are prefixed with the BizSight company into which you are importing data.

An Office Accounting migration videos is available on YouTube. Additional information on performing other tasks is available   within the online help documentation of BizSight®.

♦   Microsoft Office Accounting 2009 data migration

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