ACCOUNTING MIGRATION CHECKLIST

USING THIS DOCUMENT

Congratulations! You are in the Migration Sandbox! This document covers actions you should take to ensure your accounting data comes over properly, what you should do during your final migration, and what cleanup is needed after your final migration.

<u>Print this document and check off each item before your final migration</u>
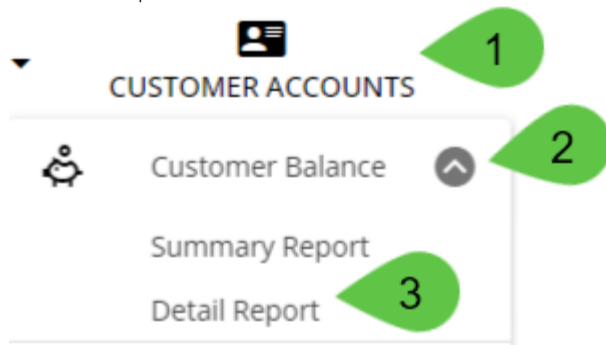
SANDBOX CHECKLIST

These are items you or your agents should take in the Migration Sandbox before Final Migration. These checklist items will help acclimate you to HawkSoft 6 Accounting.

Compare your customer balances in your current HawkSoft Database match the transactions migrated to your HawkSoft 6 Sandbox

1. In your current HawkSoft DB, go to Accounting > Customer Accounts Receivables
2. Select "Customer Balance Detail" and create the report
3. Start a summary of the report and select "Date"
   a. Select the "group by" to be "Year-Month" and finish the summarization
4. Sort the report by date, ascending (oldest to newest)
5. Select all dates in the last two years > Right-click and select "New Report"
   ⚠ NOTE: We only bring over open items that have been created in the last two years

1. In the HawkSoft 6 Sandbox, go to Accounting > Trust Accounting
2. In the End-Of-Period processing and reporting select Customer Accounts > Customer Balance > Detail Report

☐ Complete

NOTE: While you are in sandbox, newly created items in your current HawkSoft Database will **not** show in your HawkSoft 6 Sandbox

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Check Settings to ensure items came over as expected

Some of your settings have been updated to be migrated. Please take a moment to check these settings and confirm they migrated as you expected

1. From your HawkSoft 6 Sandbox, go to ⚙ > Trust accounting
2. Check the **General Ledger Accounts**

You may notice a few new accounts:

- General Liabilities Other Current Liability Account
    - o To make account more consistent overall, Line Items of Payee Company, Insured, and Other will be migrated with a reporting account pointing to "General Liabilities"
- Assign on Export Bank Account
    - o If your agency had the "Receipt Assigns Bank Account" unchecked, or we find invalid bank accounts on open invoices, we will automatically create this bank account. Line Items using this bank account will ask which bank should be assigned to the item when exporting to QuickBooks.

3. Check the **Line Item Templates**

These should be the same as items you see in your current HawkSoft DB. You will notice that all Company, Insured, and Other payee items have been assigned "General Liabilities" as the reporting account, since this setting did not exist before HawkSoft 6.

☐ Complete

Practice creating invoices and paying them

All accounting transactions in HawkSoft 6 have an invoice and a payment or credit memo being applied to it.

1. Pull up a client in your HawkSoft 6 Sandbox
2. Start the Action menu > Internal > Trust Accounting > Create Invoice
3. Fill out the invoice like you would in your current HawkSoft program
4. Save the invoice
5. ✨ NEW! You can now add additional context when saving changes to an item
6. From the action menu, go back to Trust Accounting > Create Payment
7. Select the invoice you just created

☐ Complete

Create a Direct Bill Receipt

The workflow for creating a Direct Bill payment has not changed, but you'll notice we automatically create an invoice now!

1. Start the action menu > Internal Trust Accounting > Create Payment
2. Add a new line item such as "Agency Sweep" or "Agency Check to Company"
3. Note here that we have created a new invoice. All items added to a new payment will be part of this invoice!
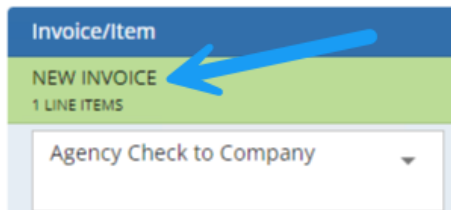
☐ Complete

Practice creating payables using the company payables workflow

All line items in invoices have a "company payable" associated with them now. To create a new report:

1. In HawkSoft 6 Sandbox, select Accounting > Trust Accounting
2. In the End-of-Period Processing and Reporting site, select Company Payables > Unpaid Payables
3. Select some accounts to report on and create the report

This report should look like the company payables report you see in your HawkSoft program today
✨ NEW! **You can select multiple items on this report and select "Create check per Item" so you can create a new check (AKA Payable) per line you've selected.**

☐ Complete

Practice creating Agency Revenue using the Agency Revenue workflow

Creating agency revenue checks is almost identical to creating company payable checks! The difference is what accounts you are using.

1. In your HawkSoft 6 Sandbox, go to Accounting > Trust Accounting
2. In the End-of-Period Processing and Reporting site, select Agency Revenue > Unpaid Revenue
3. Select items you want to view; you should see only accounts you recognize income on!
4. Generate the report
5. Like the Company Payables, you can select items here to create a check for agency revenue.
   ⚠️ You will not be able to select items where the invoice has not been fully paid!

☐ Complete

FINAL MIGRATION CHECKLIST

These checklist items should be completed on the day of the final migration. These actions are to make sure your QuickBooks is up-to-date and the accounting items we migrate are accurate, reducing the work required to keep your business going.

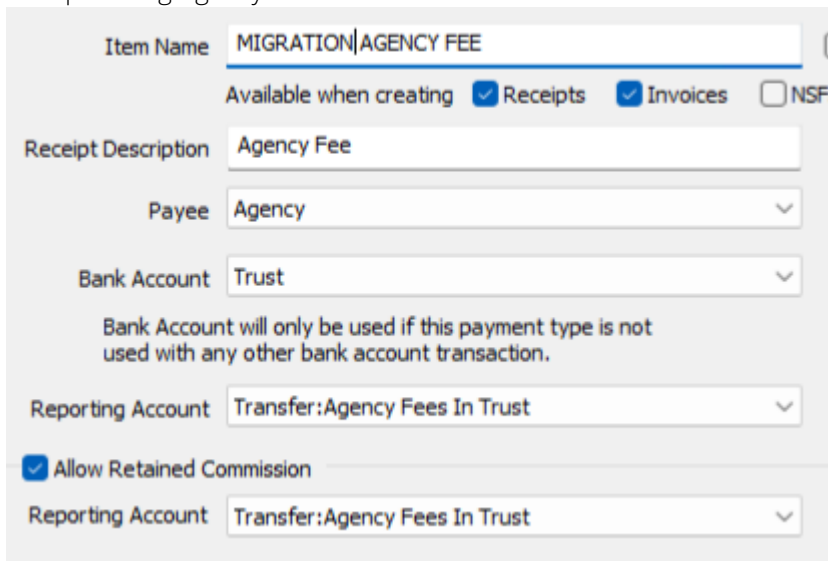| |
|---|
| **Transfer all items in your "To Be Exported" list in Current HawkSoft Database to QuickBooks**
All open items we migrate to HawkSoft 6 will automatically be marked as "Do Not Transfer" to QuickBooks. We also want to make sure your QuickBooks has the most up-to-date data.
⚠ If you have a bookkeeper they should be involved with this step!
    1. In your current HawkSoft Database, go to Accounting > Trust Accounting
    2. Select "To be Exported"
    3. Export any items here that need to be sent to QuickBooks.
☐ Complete |
| **Pay all "transfer" items, or any items you recognize income in Company Payables**
We are migrating all open items, if we find an invoice where the "payable" has not been paid, we will create an open payable for them. For items that you may have paid outside of HawkSoft, such as Transfer items, we want to make sure those items are migrated properly.
⚠ If you have a bookkeeper they should be involved with this step!
    1. In your current HawkSoft database, go to Accounting > Company Accounts Payable
    2. Start the Unpaid company payables
    3. Select all accounts that you eventually recognize income on, examples include:
        a. Agency Fees
        b. MVR Fees
        c. Balances Waived
          TIP: These are typically "Transfer" accounts
    4. Create the unpaid company payable report
    5. Select all items on this report and finish to create the company payable for this item
    6. In HawkSoft, navigate to Accounting > Trust Accounting
    7. Go to "Today" and find the payable you just created
    8. Void this payable
       NOTE: This is to ensure your reports are not affected!
☐ Complete |

Create "Migration" line items in your current HawkSoft Database

In HawkSoft 6, we introduced a new feature we called "Agency Revenue". This feature allows you to create checks for items you expect to recognize income on. In your current HawkSoft software, we need to create some line items to identify them as "Agency Revenue".

1.   In your current HawkSoft software, go to the ⚙ > Trust Accounting > Accounts
2.   Take note of each account your agency recognizes income on.
⚠ <mark>Typically, this is all "Transfer" account items</mark>
3.   Go to Invoice Items
4.   For each item you see on this list that uses one of the accounts you identified in step 2, select that item, and duplicate it
a.   In the new item, name it "MIGRATION <account name>"
b.   Checkbox "Allow Retained Commission" and select the same reporting account. Here is an example using Agency fee:

Item Name	MIGRATION AGENCY FEE	
Available when creating	☑ Receipts ☑ Invoices ☐ NSFs	
Receipt Description	Agency Fee	
Payee	Agency	⌄
Bank Account	Trust	⌄

Bank Account will only be used if this payment type is not used with any other bank account transaction.

Reporting Account	Transfer:Agency Fees In Trust	⌄
☑ Allow Retained Commission		
Reporting Account	Transfer:Agency Fees In Trust	⌄

These items will properly mark your accounts when doing your Final Migration!

☐ Complete

POST FINAL MIGRATION CHECKLIST

These checklist items should be done **after** final migration. These steps are to ensure your HawkSoft 6 database is cleaned up and you are ready to go!

After Final Migration, clean up migration Line Items
If you created any "Migration" line items before your final migration, we will need to inactivate these so they are not used by staff.
1. In HawkSoft 6, go to ⚙ > Trust Accounting > Line Item Templates
2. For each item you see with "MIGRATION" in the name, select it
3. Mark the item as "inactive" and save

Reporting Account*
Transfer > Agency Fees In Trust ▼

☑ Allow Retained Commission

Retained Commission Reporting Account*
Transfer > Agency Fees In Trust ▼

Default Invoice Amount
$ 0.00
The default dollar amount this item will have when added to invoices
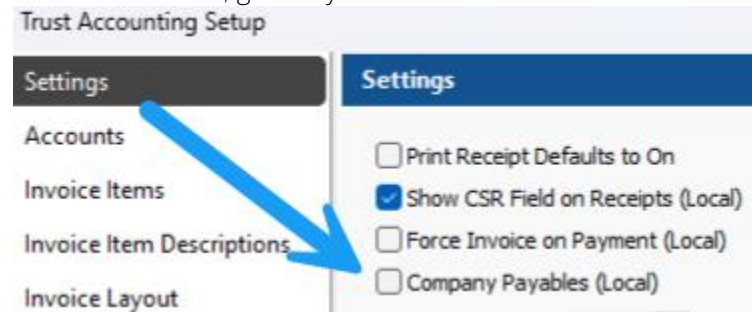
☑ Line Item Template Inactive

CANCEL   SAVE

☐ Complete

If your agency has "Company Payables (local)" unchecked
To determine this, go into your Current HawkSoft database > ⚙ > Trust Accounting.

If this setting is unchecked and you bill your customers by creating invoices you will want to create "payable" accounts after final migration. This will allow you to keep track of your payments to your carriers and use the new features in HawkSoft 6 once your Final Migration is complete.

Follow the instructions found in our help system!
1. In your HawkSoft 6 Sandbox agency go to the 🔵 > Help
2. In the help system, go to Help Topics > Trust Accounting > Trust Accounting Setup Overview > Company Payables Setup
3. Follow the instructions on this page to create your company payables

☐ Complete