



OVERVIEW:

The purpose of this document is to outline the step-by-step process and responsibilities for the migration of MPI's Chapters onto the new Common Chart of Accounts and Quickbooks Online platform.

The process will categorize Chapters into two groups; Chapters currently on a Quickbooks product and those that are not.

TEAM:

The project groups are defined as below.

UniFi: Consultants and accountants hired through Global to guide the development and transition to Quickbooks Online using a common chart of accounts.

Intuit: Makers of Quickbooks software and will be supporting UniFi, as necessary.

Global: Team, including Chapter Operations Managers, VP of Finance, and project management, formed to lead the planning and execution of this new program.

Chapter: Any representative(s) accountable for providing oversight and completing the necessary work within the local Chapter.

CHAPTERS CURRENTLY ON QUICKBOOKS ONLINE OR DESKTOP

Introduction (1 week before kick-off):

- **Global** sends prep email to Chapter requesting to schedule kick-off

Migration kick-off call:

- Attendees:
 - Chapter representative(s)
 - Chapter Operations Manager
 - UnFi Director of Integration
- Call Objectives:
 - Answer questions from prep email
 - Identify any existing integrations
 - Review the process, timelines and set expectations
- **Global** to complete user setup and invite UniFi and Chapter
- **Chapter:** Representative to complete [Pre-Flight Questionnaire](#)
- **Chapter:** Submit user information for Quickbooks accounts: [Link](#)

Chapter Transition to new Quickbooks Online (Within 1 week of Kick-off call):

- **Chapter and Unifi** coordinate on a backup of existing historical data and import to the new Quickbooks Online environment

Notes:

1. Once this transition is complete, Chapter should begin working only in the new environment

2. Bank account connections will need to be reconnected and any existing apps linked by the Chapter

Estimated time to complete: Within 1 week of Kick-off Call

Chart of Accounts Conversion:

- **UniFi** to convert existing chart of accounts (COA) to new common chart of accounts (CCOA)
- **UniFi** to communicate with Chapter on any accounts that do not align with CCOA
- **Chapter** to provide direction to UniFi for any reclassifications
- **UniFi** to send a summary email
- **Global** to follow up 1-week following

Note: Chapters will be able to continue managing their books in the new environment as the conversion takes place

Estimated time to complete: 5-6 Days

CHAPTERS CURRENTLY NOT ON A QUICKBOOKS PLATFORM

Introduction (1 week before kick-off):

- **Global** sends prep email to Chapter requesting to schedule kick-off

Migration kick-off call:

- Attendees: Chapter representative(s), Chapter Operations Manager, UnFi
- Call Objectives:
 - Review process and timelines
 - Review of current Chart of Accounts
 - Identify any existing integrations
- **Global** to complete user setup and invite UniFi and Chapter to QBO

Chapter Transition to new Quickbooks Online & CCOA Conversation:

- **UniFi** to enter historical activity to a blank QBO file with the CCOA using journal entries annually (for prior years) and monthly (for the current fiscal year)
- **UniFi** to convert existing chart of accounts (COA) to new common chart of accounts (CCOA)
- **UniFi** to communicate with Chapter on any accounts that do not align with CCOA
- **Chapter** to provide direction to UniFi for any reclassifications
- **UniFi** to enter uncleared checks, outstanding bills, and other items that would need to be accounted for in this process to ensure a clean starting point.
- **UniFi** to send a summary email
- **Global** to follow up 1-week following

Note: Once this transition is complete, Chapter should begin working only in the new environment

Estimated time to complete: 7-10 days following Kick-off call