

# Tips to Data Migration: Minimizing Interruptions to Cash Flow and Day-to-Day Operations of Your Firm



## ① Convert Post-Billing Cycle

If your practice management software allows you to do accounting adjusting entries, it is easiest to migrate your data directly following a billing cycle. This way you can get as much billed and if you come in with a lot of open AR, you can still receive payments in the new system.

Additionally, this leaves the most amount of time after you finish a billing cycle before you have to generate your next round of bills. By timing your data migration this way, you will help reduce your cash flow interruptions.

## ② Accounting

A lot of firms will urge the software company to let them migrate at the end of the month, and from an accounting standpoint, that is understandable, but it makes more sense to do it off your billing and then do adjusting entries from the accounting side for anything that clears or is pending.

## ③ Perform Final Bank Reconciliation

Manage your bank reconciliation by debiting and crediting each outstanding item. That way it won't interfere with your bank balance and when your bank statements get cleared, you can check both of them off.

## ④ Generate a Round of Bills During Your Test Import

Generate a round of bills during the test import. By doing this, you will be able to smooth out any kinks or bumps in the road prior to sending out actual bills that you need to be paid on. It is not advisable to generate your first batch of bills with the new software on the day that they need to be distributed to your clients.

Practice makes perfect!

## ⑤ Format Your Billing Templates

Work with and openly communicate with your implementations team and make sure you verify how you want your templates to look prior to go live. Consider your branding, aesthetic, and parameters and clearly communicate those expectations to your software team.

## ⑥ Checks

Make sure your check styles and formats are compatible with your new software system. If they are not compatible, you need to order new ones in a timely manner.

In the case that they are not compatible, what is your process to void these old ones?

Something else to consider is if your firm chooses to continue to print checks out of your old system, will you just manually input them into the new system? Come up with a game plan for your checks so you are not scrambling at the last minute.

## ⑦ Be Patient!

This is a process! There will be ups and downs, but be patient, communicate openly, and stay organized.