

POST-MIGRATION CHECKLIST

<input type="checkbox"/>	Finalize your CosmoLex Chart of Accounts (COA)
<input type="checkbox"/>	Review the accounts provided under Accounting > Chart of Accounts
<input type="checkbox"/>	Identify which general ledger accounts from your previous system which are perfect or close matches to existing accounts in CosmoLex
<input type="checkbox"/>	Add general ledger accounts from your old system lacking a match in CosmoLex
<input type="checkbox"/>	Accrual Basis Only (skip if CosmoLex migrated your data)
<input type="checkbox"/>	Create a journal entry to reverse: <ul style="list-style-type: none"> • Retained Earnings • Soft cost income • Fee Income
<input type="checkbox"/>	Print the trial balance in CosmoLex on an accrual basis as of the financial data cutoff date
<input type="checkbox"/>	Cash and Accrual Basis
<input type="checkbox"/>	Enter your old accounting system's GL Account Balances into CosmoLex
<input type="checkbox"/>	Print the trial balance from your old system as of the financial cutoff date. <u>Print on a cash or accrual basis as appropriate.</u>
<input type="checkbox"/>	Create a journal entry to migrate all remaining line items from your trial balance. Use the financial data cutoff date as the journal entry date.
<input type="checkbox"/>	Print and Verify Your CosmoLex Trial Balance
<input type="checkbox"/>	Use the financial cutoff date for the "as of" date.
<input type="checkbox"/>	Verify all amounts match those displaying on the trial balance from your old system.