

Xero Action Checklist

Dos and Don'ts for completing your new set-up beautifully.

While all due care has been taken during the conversion process, moving to Xero often brings to light problems that were previously hidden in MYOB. If errors exist as a result of the conversion process, we will rectify them at no charge.

It is vital that you read the following.

If you choose to ignore this you risk compromising the integrity of the data.

Keep All Converted Transactions

Do not delete any transactions in Xero that have been converted from your old accounting system. We recommend that you journal or pay off invoices to applicable accounts. Otherwise you risk creating differences between the two accounting systems that will be difficult to explain in an audit.

Do Not Adjust the Conversion Clearing Accounts

Xero's integrity check limits how transactions can be booked to bank accounts. There are also some differences with regards to overpayments that force us to use clearing accounts in the conversion. They are called: Conversion Clearing Account (199) and Conversion Clearing Bank Account (198).

When you receive the Xero subscription these accounts are balanced to 0 and archived. If you have to delete any transactions, make sure you delete the clearing transactions.

Checklist

The checklist will get you going with Xero the quickest way and potentially **save time later**.

Professional Training and Support



The experience of Xero is enhanced by professional coaching and support. It can save time and assist through the initial days of adapting business processes to take full advantage of Xero.

Book a [Xero coaching session](#) with our Xero certified consultant, Zowie .

Best Practice Advice

Dealing with Out of Balance in Trade Debtors/Creditors

Another useful Xero integrity check forces us to enter invoices/bills equal to the Trade Debtors/Creditors balances on conversion date. Other systems do not enforce this, leading to a possible Out of Balance amount. You might have had an Out of Balance amount for Trade Debtors or Trade Creditors. This is represented by entries for the contact "Pre Conversion".

Review Payroll Details

Every payroll system uses slightly different settings to achieve similar results. We recommend reviewing every pay item and all settings within each employee to make sure you are getting the intended payroll outcome and comply with latest regulations. .

If you do not have access to payroll the subscriber needs to change your user access rights for Payroll Admin. [See Xero help](#) if you are unsure.

What to do if Xero is already set up?

A new Xero subscription is part of our conversion process. If Xero is already set up for an organisation [delete the old Xero subscription](#) to avoid paying for two. To transfer existing bank feeds to the new Xero organisation email your bank account details and the names of the old and the new Xero org to bankfeeds@xero.com.

Close the Bank Feed Gap

There will be a gap between the MYOB data and when bank feeds start. We recommend you close this gap by downloading bank transactions from your banking portal.

If your bank limits the transactions you can download, we can convert bank statement PDFs to a CSV file, ready for you to upload into Xero. [Convert bank statement PDFs to CSV](#).

Follow the Checklists (below)

Working through each item on the following pages will get you going with Xero in the quickest way and potentially save time later.

Action Checklist

Log into Xero and select your Xero org for these links to take you straight to the correct screen.

We recommend the **accountant/bookkeeper go through this checklist together with business management.**

Bank Accounts

- [Add BSB and Bank Account Numbers](#) to the Bank Accounts
- Activate [bank feeds](#) as soon as possible
- Select bank account for ABA file creation
- Reorder Bank Accounts/take off [Dashboard](#)
- Review [Chart of Accounts](#) (including Tax codes)
- Check bank balances (use bank reconciliation report) against actual bank statements as at MYOB Last Reconciled date
- [Import bank transactions](#) to close the gap when bank feeds are active.

Optimise

- Review [dashboard](#) and add useful accounts to the watchlist
- Decide on business process to maximise benefit of bank feeds
- Customise invoice setup, ensure next invoice is correct in Xero
- Add payment gateways as appropriate
- Customise email settings

Payroll

- Check [user access](#) to ensure you can view payroll
- Upload company logo to payslip
- Review and add incomplete payroll data for employees
- Complete the form for Auto Superannuation Payments
- Review Payroll and Pay Item Settings. Please ensure the correct posting accounts are selected.
- Review how to [calculate your payroll amounts](#) for your first BAS after conversion.

Financial Information - Best Reviewed with your Accountant/Bookkeeper

- Review the [financial settings](#), **but do not change the selected the GST Basis**: Please note that we have added manual journals to make this report work. If you need to change your GST Basis, these journals have to be adjusted.
- Publish all BASs starting from the conversion date to use the GST Reconciliation report.**
- Adjust the lock dates in [financial settings](#) to limit other users' ability to change old data
- Review the Management Report and prepare for presentation as appropriate