



Core 2: Setting up a new Client - quick reference guide

Module 1: Introduction

Overview of key considerations for setup. From the Setup Wizard, enter Organization and Financial settings, setup Invoices, add a Chart of Accounts, set Conversion Balances, and assign Users.

Module 2: Organization and Financial Settings

Use Xero's Getting Started list and the Setup Wizard to setup a new client.

Organization Settings

The Display Name is the name that appears in Xero. The Legal Trading Name shows on all reports in Xero.

[Set your organization's settings and public profile](#) (Help Center)

Financial Settings

Set the Year End Date, and choose Tax Default Settings. Select the Time Zone for your client's physical location.

[Setup your organization's financial details](#) (Help Center)

[Full Setup Guide Walk-through](#) (Xero TV)

Module 3: Selecting Invoice Settings

Create a standard Invoice with your client's logo, payment information, and preferred number sequence.

Standard Invoice Options

Customize the Invoice name, font size, and logo alignment as well as add payment information.

Change the default settings to select payment terms and Invoice numbers.

[How to add a standard theme](#) (Help Center)

Module 4: Creating the Chart of Accounts

Create the Chart of Accounts and then confirm the imported account balances.

Import the Chart of Accounts

Flexible setup options for simple or complex businesses. Select the required items that support your client's needs.

Use Xero's default Chart of Accounts, or import a .csv file with account balances from another accounting solution.

When importing a Chart of Accounts as a .csv file, the 4 required fields are: Code, Name, Type and Tax Code.

Select a conversion date, and then setup Bank and Credit Card Accounts.

Import and confirm account balances using an Adjustment Account.

[Import a Xero chart of accounts file](#) (Help Center)



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Module 5: Updating Conversion Balances

Update conversion balances with a focus on Accounts Receivables.

Import Invoices and update Conversion Balances

Import Invoices from the Sales Dashboard using Xero's csv template.

Approve Invoices and set the conversion balance for Accounts Receivables.

Update the opening balance for Accounts Receivables and save the conversion balances.

[Conversion balances: invoices and bills](#) (Help Center)

Module 6: Entering post setup items

Setup untracked Inventory, Bank Feeds, Email Templates, and Tracking Categories. Invite and assign Users.

Untracked Inventory

Xero's Untracked Inventory let's you keep track of items that a client uses regularly, and makes it easy to add items to bills and invoices.

Start a Bank Feed

Depending on where you bank, a Bank, a Credit Card, or a Paypal feed can be setup in Xero to automatically import banking transactions. Account holder authorization is required.

Email Template Options

Xero's default Email Templates have pre-filled subjects, message text, and placeholders for quick, professional correspondence with customers and suppliers. Choose from eight common transaction type templates.

Tracking Categories

Xero lets you allocate transactions to different cost centers. This is helpful when analyzing profitability of different areas of the business. Xero allows for 2 tracking categories and an unlimited number of tracking options.

Assign and Invite Users

The last setup task is to assign and invite Users. Avoid confusion that can occur if multiple users begin collaborating inside of Xero prior to completing setup.

[Setup and conversion](#) (Help Center)



Core 2: Setting up a new client - my notes

Module 1: Introduction

Learn to use the Setup Wizard to enter Organization and Financial settings, setup Invoicing, add a Chart of Account, update Conversion Balances, and assign Users.

Module 2: Organization and Financial Settings

Learn about Xero's Getting Started Guide, and use the Setup Wizard to setup a new client in Xero.

Organization Settings

Financial Settings

Module 3: Selecting Invoice Settings

Learn to create a standard Invoice with your client's logo, payment information, and preferred number sequence.

Standard Invoice options

Module 4: Creating the Chart of Accounts

Learn to import the Chart of Accounts, and then confirm account balances.

Import the Chart of Accounts



Core 2: Setting up a new client - my notes

Module 5: Updating Conversion Balances

Learn to update Conversion Balances with a focus on Accounts Receivables.

Import Invoices and update Conversion Balances

Module 6: Entering post setup items

Learn about Xero's Getting Started Guide, and use the Setup Wizard to setup a new client in Xero.

Untracked Inventory

Start a Bank Feed

Email Template Options

Tracking Categories

Assign and Invite Users



Core 2: Setting up a new client - expert tips

Module 3: Selecting Invoice Settings

Tip 1: Entering default due dates in settings for Bills and Invoices will automatically populate dates within the individual transactions. Saving time and potential data entry errors.

Module 4: Creating the Chart of Accounts

Tip 1: It's often useful to align your client's Chart of Accounts with the Chart of Accounts in your final accounts software. This can make the process of importing the trial balance much more efficient, as it prevents the need for mapping differing chart of account codes or re keying data from one system to another.

Module 5: Updating Conversion Balances

Tip 1: It is important to note that Xero posts a journal in the background for Conversion Balances. Please do not post additional journals, as this will adversely affect the client's starting position and reports.

Module 6: Entering post setup items

Tip 1: New untracked inventory items will be created from the Bills/Invoices import file, using the information entered on the same row as the item code you wish to setup.